

# FIT-OUT GUIDE FOR RETAIL

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## INTRODUCTION

- a. Your premises form a part of RCBC Plaza, managed by *LANDEV Corporation*.
- b. Fitting out of tenants premises at RCBC Plaza will be coordinated by *LANDEV Corporation*, Property Management Office. If you have any queries regarding the details required or procedure to be followed, please contact the Fit-Out Coordinator.
- c. 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.

### c.1 Plans (Hard Copy or Disk)

- Key Plan showing the location of the premises.
- A floor plan to scale of 1:100 in metric.
- 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.)

## CONTRACT OF LEASE

- a. 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.
- b. 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.

## HANDOVER OF PREMISES

- a. 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 tenantable condition.
- b. 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.

## DESIGN PROCEDURES

### a. Programme

- Upon receipt of this fit-out guide, you are required to submit 7 sets of your plans to the Fit-out Coordinators in the form specified herein. All submissions should be addressed to RCBC Realty Corporation, Property Management Office, Attention: Fit-out Coordinator, Tower 2, RCBC Plaza, 6819 Ayala Avenue, Makati City 1200. You may be requested to attend a meeting with the Fit-out Coordinator if considered necessary.
- Within 15 working days (not including Saturdays) of the date of receipt of your submission, you will be advised after consideration of your plans either of their acceptance or of alterations, which are required by the Lessor to meet with their approval. Any re-submission will also be processed within 15 working days (not including Saturdays) of receipt.
- 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 plans, building permits, licenses, and approvals as required by the Lessor whose approval shall not be unreasonably withheld, however 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.

### b. Fit-Out Deposit/Refund

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

### c. Vetting Fee

A vetting fee will be charged in respect of the involvement of the Lessor's consultants in the review and approval of your fitting-out plans and coordination 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 fee involved will be solely be borne by the tenant.

### d. Electricity

Temporary electricity will be individually metered. An electricity security deposit equivalent to **Php 50,000.00** will be required from the Tenant and will be payable prior to fit-out commencement. This deposit will be refunded at the end of the lease term.

### e. Water

A one off **Non-refundable charge for water consumption will be levied at Php 6,000.00 per Tenant..** Payment to be made prior to fit-out commencement.

f. 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 and pager numbers) shall be given to the Property Management Office for the purpose of easy communication. The liaison person shall be responsible for coordinating the execution of the fitting-out / renovation works and shall observe 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 / comments / correspondences will be addressed.**

g. Work Permit

Any work carried out should secure a work permit from the 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.

h. Public Liability Insurance Policy

The Lessee shall maintain in the joint names of Landlord/Property Management Office a Contractors All Risk Insurance Policy to cover the Lessee's liability 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 carrying out of the fitting-out/renovation work. The coverage shall be at least **Php 5,000,000.00 per occurrence 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.

i. City Permits

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

- Building Permit
- Electrical Permit
- Mechanical, Sanitary and Structural Permits (when applicable)

## SUBMISSIONS OF PLANS AND SPECIFICATIONS OF MATERIALS

- a. Within thirty (30) days of receipt of the basic information/plans, the Lessee is required to submit a colored perspective of their storefront design on a 15" x 20" illustration board, scaled 1:50 mtrs. for approval of RCBC Realty Corporation. Once approved the Tenant may proceed with their detailed plans and specifications regarding his fitting-out for approval.
- b. Seven (7) complete sets of plans are required for all submissions. All plans must be to a scale of 1:100 mtrs. in A1 size. All technical information must be in metric units.
- c. All the following are required:
  - c.1 Floor Plans showing clearly:
    - The internal layout of the Premises, including fittings and fixtures, specifying the materials to be used

- Any wall or partition the Lessee wishes to build or dismantle, specifying the height and materials to be used
- The location of any unusual heavy loads, with full details of size and weight
- The location of proposed sanitary fittings, if any, scale 1:20 metric
- Any area of raised flooring for computer installations or similar equipment
- Proposed modifications and additions to the under floor trunking system, including the location of power sockets and any electrical appliances
- Calculations of total power consumption from ALL electrical equipment.

#### c.2 Ceiling Plans showing clearly

- 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.

- The location of lighting fittings, which are connected to the air-conditioning system and those which are not;
- 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
- The location of the thermostat control units and any proposed modifications
- Existing layout of services sprinklers and proposed modifications
- Details and location of proposed air diffusers, 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.3 Electrical Layout Plans and Schematic to show clearly

- Rating, type and location of the main switch board and any local switch boards
- 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).
- Electrical maximum demand calculation;

Note: The electrical supply voltage is 230v, 3 phase 60Hz

#### c.4 Plumbing and Drainage Plans showing clearly:

- Proposed plumbing and drainage connection points with preferred pipe diameters and materials
- 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 indorsed by the 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.
- Details of pantry waterproofing proposal.

c.5 Other Services Plans to show clearly

- Proposed independent unit (e.g. AHU or FCU) for the Lessee's computer room. The unit must be chilled water type AHU or FCU.
  - 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.
  - 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.
  - Drawings indicating proposed works required to spread the loading of heavy equipment, if any, complete with calculations.
- d. 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.
- e. NO EXTRA FIT-OUT PERIOD WILL BE ALLOWED ON ACCOUNT OF PLANS NOT BEING READY OR APPROVED FOR FAILURE TO COMPLY WITH THESE RULES.
- f. IT IS ADVISABLE THAT THE LESSEE/LESSEE'S DESIGN CONSULTANTS SHOULD CONSULT WITH THE FIT-OUT COORDINATOR/S AND ACCREDITED DESIGN CONSULTANTS OF RCBC PLAZA PRIOR TO PREPARATION OF FIT-OUT DESIGN PLANS TO AVOID DELAYS.

## DESIGN GUIDELINES

- **Architectural Design Standard**

**A. Flooring**

These criteria have been formulated to ensure store front and signage requirements are understood by each Tenant, his architect or Designer, Contractor and Representatives.

These criteria are applicable to all Tenants. All Lessees' work shall conform to the following standards.

- a. General Flooring  
Structural floor slabs at tenancy areas are recessed by approximately  $\pm 50$ mm from the finish floor level of the central core common area. (Check actual site conditions for verification) All finish floor-covering materials must be selected or adopted in thickness to correspond exactly with the level of finish floor of corridor.
- b. Raised Floor/Double Slab System  
Raised Floor or Double-Slab areas are designated to accommodate kitchen facilities at Zone A & B. Furthermore, general details for steel deck double-slab are also shown on Annex "A".

- c. Chipping or scaring floor slabs are not allowed except for cabling conduit risers subject to the approval of the RCBC Realty Corporation and their design consultants.
- d. Tenant's specifications for their own floor finish shall be on their own and exclusive expense.
- e. Floor termination with regards to the common areas are shown on Annex B for reference and strict compliance.
- f. Waterproofing details at floor are also shown on Annex C for reference and strict compliance. Any substitution or sub-detail to be used shall be submitted for approval. All waterproofed areas shall be flood tested for twenty-four (24) hours.

## B. Partitions

- a. Interior non-party wall structures should be of non-combustible materials. Interior walls must terminate at or above ceiling in a manner that may allow the ceiling plenum air return to fully function. Please see Annex D for your general reference and compliance. Any deviation shall not be allowed.

It is recommended that the following materials be used for the partitions.

1. 2-13mm thick gypsum wall board installed to manufacturer's specification and maintain a minimum of 2-hr fire rating.
  2. Fiber cement sheet wall board installed to manufacturer's specification and maintain a minimum of 2-hr fire rating.
- b. For party walls between adjacent occupants, the full extent of the party wall, from floor to slab soffit shall incorporate security welded wire mesh / screen with the wall construction as shown on Annex E. This detail is for strict compliance. The wall construction should be designed with a sound transmission coefficient (STC) rating of at least 42db.
  - c. The following installation shall require RCBC Realty Corporation's 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.
  - d. 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 that has a minimum fire hour rating of not less than 2-hours.
  - e. Storefronts shall be erected as shown on Appendix F. All relative materials and details shall be maintained and complied with. The Storefronts shall be erected completely with security grilles (above finished ceiling to soffit of slab) in the common standard and shall be provided by tenant at his sole expense.
  - f. Anchoring method for partitions on floor slab and ceiling shall be submitted or review and approval of RCBC Realty Corporation.

- g. All partitions terminating to the exterior glass curtain wall should be aligned or terminated on the vertical mullion of the exterior glass wall (refer to Appendix G, H, & I for recommended termination details for your strict compliance). At no instance shall the mullion, sill closure or any part of the curtain wall be subjected to any pressure/load, nor any permanent fixing be allowed. Rubber gaskets are recommended to be used as a sealing material to abut to the vertical mullion.
- h. No window penetration shall be allowed, nor painting of the existing curtain wall system.

### C. Ceiling

- a. A ceiling guideline has been set to enforce a uniform ceiling, i.e., lighting fixtures at Zone B. This shall be followed within a 4-meter distance from the curtain wall as indicated on Appendix J. Any deviation from this layout shall be submitted and justified for approval of RCBC Realty Corporation.
- b. All ceiling system should be supported adequately and shall be able to withstand Zone 4 seismic forces.
- c. Wood or any combustible material shall not be allowed above the ceiling.
- d. No ceiling support lines shall be connected to existing elements of the building, i.e. sprinkler lines, utility lines, electrical conduits, ducts, etc.
- e. Provision for manholes should be incorporated at Tenancy for maintenance. Refer to Appendix K for preferred zones of these manholes.
- f. General ceiling heights of the tenancy is set at 3.50 meters above finish floor, or with the curtain wall transom level as shown in detail of Appendix L.
- g. A curtain cove is provided along the exterior curtain wall system. A general detail is also provided on Appendix M for reference.

### D. Blinds / Draperies

- a. The type of roll-up sunscreen (Mecho Shade – FUTURA or approved equal) for the entire development has already been set for uniformity and the color shall be white. Please refer to the color sample for reference and approval. (See back page for the specifications)

### E. Signages

- a. Shop Fronts

Signages at Shop Fronts are designed and outlined by our consultant to create an ambiance for the whole podium. Refer to Appendix N for reference and strict compliance.

Wording of sign shall be limited to store's trade name and logo only. No sign, advertisement, notice to other lettering shall be exhibited, inscribed, painted or affixed on any part of the store front except as specifically approved by Lessor in writing. Sign letters shall fall within the signage band.

Neon lights, separate electrical plan layout and material specifications should be submitted for approval prior to installation. Moving, rotating, flashing, odor-producing or noise-making signs shall not be permitted.

- b. No exterior signages along the curtainwall shall be allowed. This also applies to interior signages seen from the outside. This is in accordance with the MACEA restriction not allowing any signages above the third level of the building.

#### F. Kiosks

- a. Kiosk design shall be erected as shown on Appendix Q. All relative materials and details shall be maintained and complied with.

#### G. Cash Register

- a. Such location should be indicated in the plan.
- b. The Building shall provide roughing-ins to tap to telephone room. Internal wiring interconnection should be provided by the Lessee.

- **Engineering Design Guidelines**

##### A. Structural

- a. Allowable live load at Tenancy areas is 50psf (2-4kpa.)
- b. Heavy loads if required must be advised to RCBC Realty Corporation prior to any planning and implementation.
- c. Chipping and scarring of floor slabs is not allowed. Coring for conduit risers may be allowed subject to the approval of the RCBC Realty Corporation.
- d. Any additional slab, raise floors or internal stairs may be allowed subject to approval of RCBC Realty Corporation. Proposal shall include lacking of Fire Protection issues according to the latest Fire Code of the Philippines.

##### B. Electrical

- a. Power and Lighting System
  - 1. Normal Power - 230V & 480V, 30, 60 Hz ( Food Court) (Please check existing plans for area verification)
  - 2. Emergency Power - 100% emergency power backed up by seven (7) generator units to service all units.
  - 3. Metering - Digital-metering devices shall be supplied, installed and maintained by the occupant to monitor normal power and emergency power as manufactured by ***“Veris Industries” Hawkeye H8100 Series.***



4. All wiring at Tenancy shall be of IMC conduits, and power poles from ceiling wires shall be color-coded as follows:

230V, 1-Phase	Phase A – Red Phase B – Blue Neutral – White Ground – Green
460V, 3-Phase	Phase A – Brown Phase B – Yellow Phase C – Orange Neutral – White Ground – Green

5. Wires & Cables

All wires and cables shall be of soft-drawn annealed copper, solid for sizes 1-6mm (#14 AWG) to 2 – 6mm (#20 AWG). Any other larger sizes shall be stranded.

6. Wiring Devices

Light switch – all light switches shall be toggle-type mechanism rocker with a rating of 10 Amp. 230V.

Convenience Outlet - All C.O. shall be grounded, duplex, 15 Amp. 230V (parallel blade). Others shall be in accordance with its use. ISDN connectors needed for terminals for voice, data and intercom outlets. MATV connectors, co-axial cable connection.

Plates for all wiring devices shall be clip-on type. Self-extinguishing mechanically strand and insulated.

7. All IMC conduit system (above ceiling) shall be fastened directly on to the concrete slab with adequate support for its entire length. Extensions using metallic flexible conduit from this conduit to fixture is allowed. Maximum length shall be 1.80 meters.
8. All C.B. shall be compatible with building electrical system (bolt-on type)
9. Refer to Electrical Diagram for reference of Scope of Work (Appendix O).

- b. Telephone System

1. The occupant shall apply directly to either Globe or PLDT. These are the two telephone companies available in RCBC. The building shall provide cables and conduits to the Telephone Room (verify termination at Site and Electrical Plan). Additional lines at Lessee's expense with approval from Management.
2. IMC conduit shall be used in all horizontal wiring for telephones. Conduits shall be directly fastened on to concrete slab above.

- c. Fire Alarm System
  - 1. IMC conduit shall be used in all horizontal wiring for Fire Alarm System. Conduits shall be directly fastened on to concrete slab above.
  - 2. The tenant shall provide their own smoke detectors within their premises. The Building shall provide smoke detectors on common areas only. Tapping points shall be provided at Electrical Room.
  - 3. All smoke detectors shall be photoelectric type.
  - 4. All components to be used shall be fully compatible with the Base Building System "Photain" brand.
- d. BMS
  - 1. The current Base Building System has the compatibility of monitoring FCU's. If there are FCU's on the Tenancy areas as required, the occupant shall provide the interfacing until to the tapping point (check Base Building BMS plan to verify existing tapping points.)
- e. Submittal
  - 1. The Tenant shall submit a colored perspective of its Storefront Design on a 15" x 20" illustration board, scaled at 1:50 mtrs. For approval of RCBC Realty Corp.
  - 2. The tenant shall submit its final construction drawing on a neat tracing paper (reproducible copy) which will be subject for review of RCBC Realty Corp. and its consultants.
  - 3. RCBC Realty Corp. shall give final concurrence or approval after its thorough review. This shall serve as the Drawing of Record to which the occupant shall provide RCBC Realty Corp. in reproducible copy or tracing paper.
  - 4. All electrical works shall strictly comply with the latest edition of the Philippine Electrical Code.
  - 5. The occupant shall pay all fees and secure all the necessary permits and certificates needed from the proper government agencies/authorities.
  - 6. Future modification on plans shall be done in writing to RCBC Realty Corp. before any commencement in plans or construction.
  - 7. Any work affecting the buildings permanent structure shall be subject for approval of RCBC Realty Corp.
  - 8. The occupant shall submit three (3) sets of As-Built drawings to RCBC Realty Corp. signed and sealed, before occupancy.

## C. Mechanical

All plans and specifications shall be approved by the Building Management prior to any commencement of work. The occupant shall also pay and secure all the necessary permits.

The building shall provide chilled water AHU. If in case additional A/C is needed, the proposed A/C shall be submitted to the Building Management's approval (i.e. all electrical feeders, stub-outs, etc., shall be provided by the tenant). Any rebalancing of the AHU, chilled water system and condenser water system shall be for the occupant's account and should be coordinated with the Building Management and its consultants.

The building shall provide main supply and exhaust ducts above finished ceiling. The Lessee is required to provide diffusers, exhaust grilles and flexible duct to tap to existing tapping points.

A copy of the As-Built Plans (signed and sealed by duly registered engineer, permits and licenses shall be submitted to RCBC Realty Corp.

- a. Proposed mechanical plans pertaining to air distribution system and VAV plans shall conform to the attached design plans as closely as possible. Any major deviations shall be properly coordinated and approved by the Building Management /RCBC Realty Corp. and its consultants.
- b. All proposed ducts shall conform to SMACNA standards for low and medium construction as required and shall be made of plain G.I. sheet.
- c. Air conditioning supply ducts shall be of the medium pressure construction from existing tapping point near the AHU room up to the VAV boxes and of low-pressure construction from the VAV boxes down to each individual outlets or diffusers.
- d. All main ducts from the AHU shall be provided with internal acoustical duct lining with an initial thickness of 75mm (32 kg/m<sup>3</sup>) compressed to 50mm lined with Ga. 22 perforated G.I. sheet.
- e. All supply and return air ducts shall be provided with 25mm thk. (48 kg/m<sup>3</sup>) density fiberglass insulation with reinforced aluminum foil vapor barrier on one side. Any ducts outside the A/C areas shall have 50mm thickness.
- f. Exhaust system for Kitchen shall conform with the following specifications:
  1. Exhaust ducts should be welded connection and of B.I. gauge #16. It should be insulated with 2" thk., 3 pcf density fiber-glass board with aluminum foil. Duct should be leak tested using water prior to installation.
  2. Lessee to provide oil trap with oil drain valve, vibration connector fire proof at exhaust fan and exhaust duct hanger at maximum distance of six (6) feet.
  3. Kitchen exhaust duct should be provided with access opening properly bolted and sealed for easy access during cleaning.
  4. Exhaust hoods should be stainless steel and mounted with grease filters, oil drain and explosion proof lighting fixtures.

5. Exhaust fan should be either propeller type or centrifugal blowers. Forwarded curved fan should not be used for kitchen exhaust. Motor should be totally enclosed, fan-cooled Class F insulation.
- g. All VAV boxes shall be manufactured by "Carrier", "Trane" or management's approved equal brand. They shall be of pressure independent electronic controlled type. Terminal unit shall be provided with DDC electronic control. The DDC control shall be capable of inter-phasing with the Base Building's Andover controls as drawn and specified. Thermostat with integral maximum airflow and minimum airflow set points shall be provided by the terminal unit manufacturer.
- h. If in any case that a wall partition is necessary to extend to the floor slab soffit of the upper floor, transfer air ducts shall be provided and presented to the Building Management's approval.
- i. As-Built plans shall be submitted to the Building Management (after installation, balancing and commissioning works have been completed). It should be in reproducible form and three (3) sets of drawings duly signed and sealed by a Professional Mechanical Engineer of the Tenant/Occupant.

#### D. Fire Protection

- a. 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.
- b. 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 Management one week prior to start of work.
- c. Sprinkler heads installed are rated 165 degrees F or 74 degrees C for ordinary room temperature. The sprinkler heads are pendant type, 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 RCBC Realty Corp. and its consultants.
- d. Before any interruption of service in the sprinkler system, the Building Management 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.
- e. 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.
- f. Fire Hose Cabinets are located near the fire exits. Provided are 30m fire hose, nozzle, control valve, hose accessories and 9 kg. fire extinguisher as stated by the Fire Code of the Philippines determined after finalizing partition location.
- g. Lighting fixtures, air ducts shall be installed away from sprinkler heads. The minimum distance permitted is 300mm away from light to sprinkler heads.
- h. Three (3) sets of As-Built drawings, duly signed and sealed by a registered Sanitary Engineer of the Contractor, shall be submitted to the Building

Management after all installation, construction and testing works have been completed. This approved drawing shall become the property of the RCBC Realty Corporation.

## E. Sanitary

### a. 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. 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.
3. All materials to be used should be in accordance with Appendix P of Sanitary Specifications.
4. All slab coring for pipe penetration shall be epoxy sealed, properly restored and water-proofed subject to approval by the Management.

### b. Equipment

1. All base Building plumbing specifications must be submitted to the Building Management/RCBC Realty Corp. for approval.
2. For additional private toilets/pantry, the following roughing-in are provided.
  - 2.1 Branch line where soil/waste lines may connect
  - 2.2 Waterlines
  - 2.3 Vent lines
3. For occupants with kitchen provisions, install grease trap to be located above slab (directly under sink). Use METMA 16lpm-grease trap. Refer to Appendix R. All grease trap installation shall be provided with vent on its outlet and clean out before the tapping point.
4. 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 digital water meter in accordance with the building specifications.
5. Water meters are to be placed in the utility room at the core area.

### c. 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.

d. Materials

1. Cast iron pipes and fittings shall be with hub type conforming to ASTM B888 service weight and tapping size shall be 100mm diameter. All sewer and waste lines with kitchen sink and discharge greasy waste or heavy oil shall be of cast iron pipes and fittings, extra heavy, ASA or approved brand.
2. GI pipes for water supply shall be Schedule 40 which includes gate valves, check valves and union patent to complete the toilets.
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.
6. All sewer and waste lines shall be provided with floor clean out.

e. 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 building Management 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.

f. As-Built Drawings

Three (3) sets of As Built drawings, duly signed and sealed by a registered Sanitary Engineer of the Contractor, shall be submitted to the Building Management after all installation, construction and testing works have been completed. This approved drawing shall become the property of the Building Management.

## 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, 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:

a. Internal Lay-out

Your consultants should study the layout of sprinkler heads within the premises prior to designing. 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.

b. Chasing Floors

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

c. 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 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.**

d. 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 damage 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.

e. 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 Coordinators may stop all fit-out works at your premises until full assessment of the damaged is carried out.

f. 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.

g. Ceiling Void

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

h. Floor Loading

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

i. Lease Line of Demised Premises

Where the main entrance of the Demised Premises is adjoining the Common Area, the lease line of the Demised Premises is demarcated on the floor.

j. Floors

- No heavy point loads shall be imposed on any floor areas of the
- Demised Premises without Property Management Office (RCBC Plaza) written consent. No surface or projections potentially hazardous to pedestrian traffic will be allowed.
- 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.
- 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.

k. Nominated Contractors

All M & E works required within or outside the Lessee's Premises in connection with the liaise with the nominated contractors for their quotations to be based on your submitted plans. Upon completion of fit-out works, the tenant must approach the nominated contractors for their approval.

The fair and reasonable and vouched costs of such works shall be for the Lessee's account

- Air-conditioning –
- Fire Services –
- Electrical Installation –
- Security –

A schedule of rates for the nominated contractors is available on request. However, payment terms with contractors is to be made between the individual, Property Management Office is not responsible for payment or collection of any monies.



I. Hours of Operation

All workmen/contractors/tenants must strictly follow the timing arrangements for the fitting out period. The permitted fit-out period is from 8:30 am to 6:00 pm. Nuisance works, (e.g. drilling or painting or work producing noxious fumes, are only permitted after office hours i.e. after 6:00pm; and approval must be sought from the Property Management Office if an extension of these fit-out hours is required.

m. Security

Once possession of your premises has been granted, you are fully responsible for its security. This will be important during 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.

## EXECUTION OF FIT-OUT WORK

a. The fit-out work may commence after:

- The Fit-out Coordinator has approved the proposed fit-out works.
- Any structural alterations have been approved by the Building Authority
- You have notified the Management Office of the name of your contractors and date of commencement of work.
- You have paid the necessary deposits, fees and insurance.
- 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.

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

b. You should ensure that your contractor is fully instructed on the appropriate procedures he must follow in connection with the fit-out works. 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:

- No fixation should be made to any part of the curtain wall or the surrounding window frame.

- No combustible materials are allowed to be installed in the ceiling void.
- The structural walls and floor slab must not be disturbed in any way.
- Install two (2) units of 10lbs. Capacity 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. Number of units required depends on the volume of hazard.
- The Management Office must be notified of any inflammable materials brought onto site and such times are to be stored in accordance with the specified requirements. No dangerous materials are allowed to be stored on site.
- Adequate protection must be provided to prevent damage to any of the Landlord's fixtures, fittings and finishes.
- 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.
- The contractor's employees must only use designated basement toilets.
- The contractor's employees or others must not sleep on site at any time.
- Now work is to be carried out during out of hours without prior Property Management Office's approval.
- Contractor's staff to willingly obey directions from Property Management Office and behave in an appropriate manner at all times.
- The contractors' employees must wear uniform T-shirts bearing the contractor's name. Long pants, safety shoes, and all necessary safety gears. Sandals, short pants, sandals or slippers and the like are prohibited.
- Identification cards must be worn at all times while inside the building premises.
- Workers shall not be allowed to indulge in gambling, drinking or cooking within the premises. Eating is likewise prohibited.
- Building permits and working permits are to be posted on the wooden enclosure.

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

## 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 Lessee and contractors employed by the Property Management Office of their agents. The Lessee and his consultants and contractors must ensure that free access to the common areas 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. Either 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.

## 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 works 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 sections of this guideline:

- Electricity Supply
- Delivers and Transport of Materials
- Waste, Rubbish and Cleaning
- Damage to Common Area. Other Lessee's area

## CONSTRUCTION HOUR

- a. The permitted construction/working hours are 8:30 am to 6:00 pm. Written approval will be required from the Property Management Office for extension of these hours.
- b. No noisy work, such as drilling, as well as work that emits dust, debris and noxious fumes shall be allowed to be carried out during the permitted construction hours. The Lessee is to inform the Property Management Office of the overtime work schedule.

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.

- c. 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.)

d. 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.

## ELECTRICITY SUPPLY

- a. During the fit-out period, the Property Management Office shall, if requested, to provide temporary electricity service (for the account of the lessee) from 8:30 am to 6:00 pm daily to the Lessee subject availability of power supply and subject to payment to the respective handling charge by the Lessee. Direct connection to the light points in the Common Area is prohibited. No temporary leads or connection are allowed for safety purposes. **Disconnection of power supply and work stoppage will be implemented for violation of this item.**
- b. The provision of the temporary electricity supply will only be extended outside of these working hours after a written request has been submitted to the Property Management Office and approval has been given.
- c. 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.
- d. The Property Management Office and the Lessee must agree on the date of the connection and disconnection of the temporary electricity supply.

## DELIVERY AND TRANSPORT OF MATERIALS

- a. 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.**
- b. 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 contract the Property Management Office to agree with the Property Management Office on the following matters:
  - Time of deliveries (preferably 7:00 pm)
  - Allocation of Loading Areas
  - Allocation of Service Elevator
  - Use and scheduling of the Service Elevators

Regular Working Days:

Time:	Usage Description:
7:00 am – 9:00 am	Workers
9:00 am – 11:30 am	Materials
11:30 am – 1:30 pm	Workers
1:30 pm – 4:00 pm	Materials
4:00 pm – 7:00 pm	Workers
7:00 pm – 7:00 am	Materials

During Sundays and Holidays:

Time:	Usage Description:
7:00 am – 8:30 am	Workers
8:30 am – 11:30 am	Materials
11:30 am – 1:00 pm	Workers
1:00 pm – 4:00 pm	Materials
4:00 pm – 7:00 pm	Workers
7:00 pm – 7:00 am	Materials

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 Building 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.

- c. 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.
- d. Contractors/workers 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 should be tested, tagged and registered by the Property Operations Division upon delivery into the Building.
- e. The use of passenger elevators for material delivery is strictly prohibited. Workers are not allowed to use the passenger elevators.
- f. 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 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.
- g. 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.

- h. No combustible materials are allowable 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.

## **WASTE, RUBBISH AND CLEANING**

- a. 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.

- b. 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.
- c. The Property Management Office reserves the right to charge the Lessee for any cleaning work deemed necessary.
- d. The Property Management Office reserves the right to charge the Lessee for any cleaning work deemed necessary.

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

- a. 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.
- b. 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.
- c. 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.

## **TESTING AND COMMISSIONING**

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

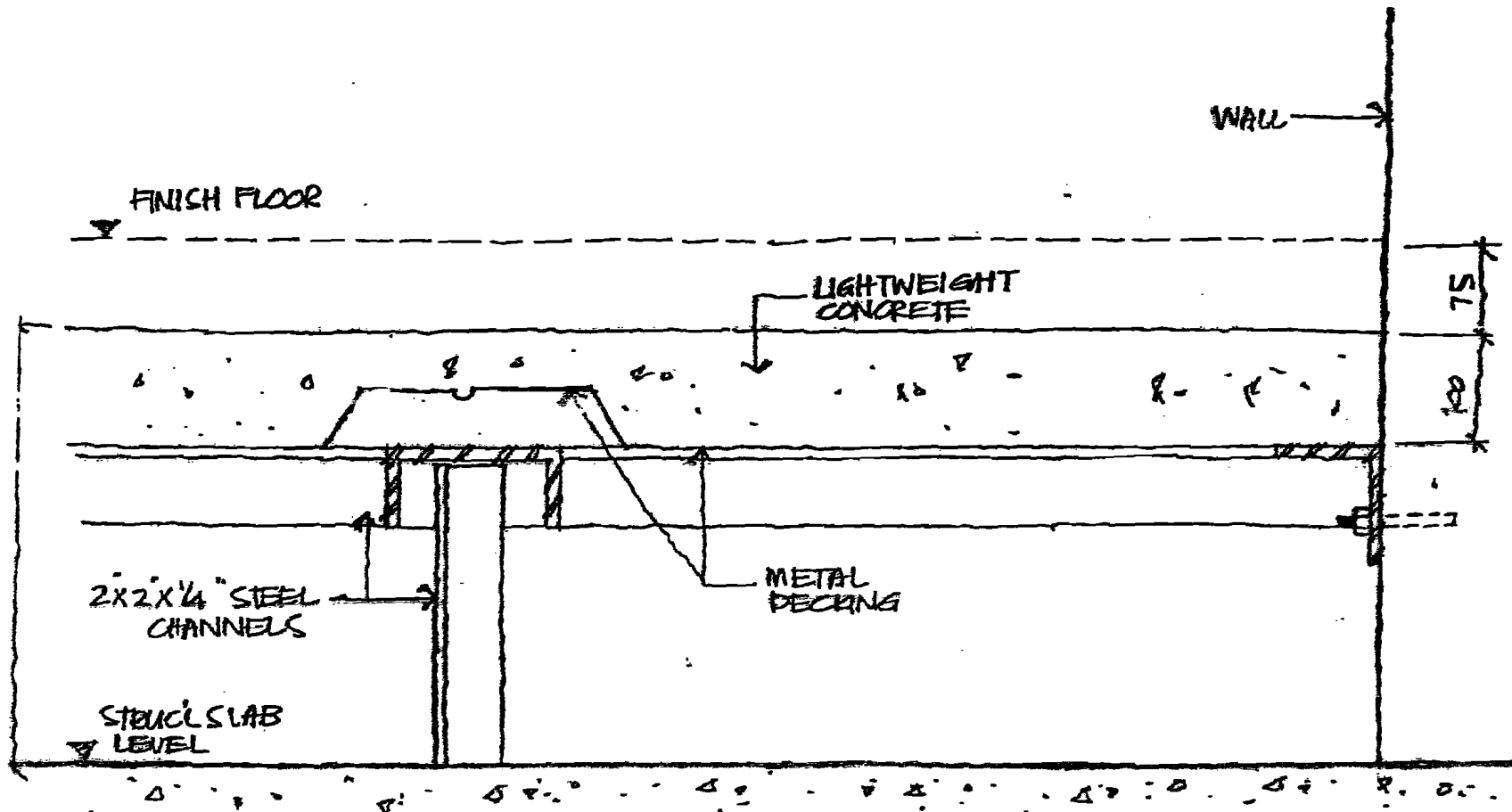
- Fire Protection : Hydro Test / Smoke Alarm Test
- Plumbing & Sanitary : Flood Test / Flow Test
- Electrical : Insulation Test / Load Test
- Mechanical : Leak Test (LPG and Exhaust System)

## POST – CONSTRUCTION

- a. The Lessee's contractor shall submit 3 sets of as-built drawings, signed and sealed.
- b. 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.
- c. The Lessee and his contractor shall submit copies of the following:
  - Business Permit
  - Occupancy Permit
  - Certificate of Final Electrical Inspection
  - Fire Safety Inspection Certificate
- d. Fit-out deposit shall be released upon completion of all punchlist items and submission of Item (c).

## ITEMS TO BE RETAINED BY LANDLORD WHEN TENANT DEPARTS

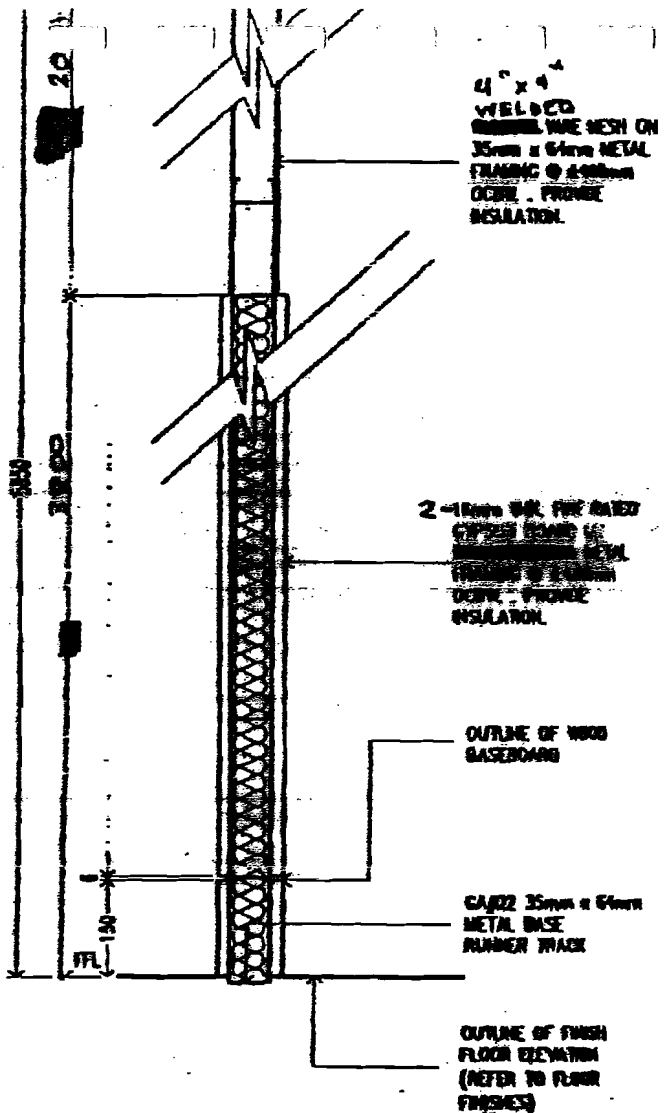
- a. A/C Diffuser and ducting.
- b. Electrical feeder lines and breaker.
- c. Acoustical/Gypsum board ceiling and other ceiling improvements.
- d. All kinds of floor improvements
- e. Additional internal walls and doors.
- f. Plumbing and gas lines, if any.
- g. Toilet fixtures, if any.



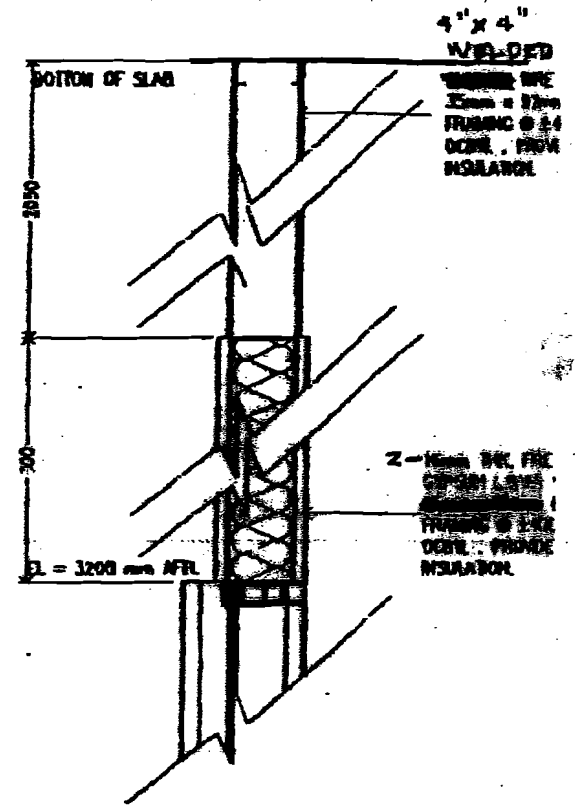
RAISED FLOOR DETAIL

ANNEX "A"





**1**  
104  
**GYPSUM DOUBLE WALL**  
SCALE 1:10 MTS



**2**  
104  
**GYPSUM DOUBLE WALL  
ABOVE STOREFRONT**  
SCALE 1:10 MTS

ANNEX "D"  
ANNEX "E"

HORIZONTAL MULLION IN 1.5" STEEL TUBE  
WITH 5mm THK PLYWOOD PANEL FINISH BTWN  
2-8mm THK BL. FLAT BAR IN POWDER  
COATED SILVER GRAY PAINT FINISH

VERTICAL MULLION IN 1.5" STEEL TUBE  
WITH 5mm THK PLYWOOD PANEL FINISH BTWN  
2-8mm THK BL. FLAT BAR IN POWDER  
COATED SILVER GRAY PAINT FINISH

HORIZONTAL MULLION IN 1.5" STEEL TUBE  
WITH 5mm THK PLYWOOD PANEL FINISH BTWN  
2-8mm THK BL. FLAT BAR IN POWDER  
COATED SILVER GRAY PAINT FINISH

10mm THK CLEAR TEMPERED GLASS  
STOREFRONT

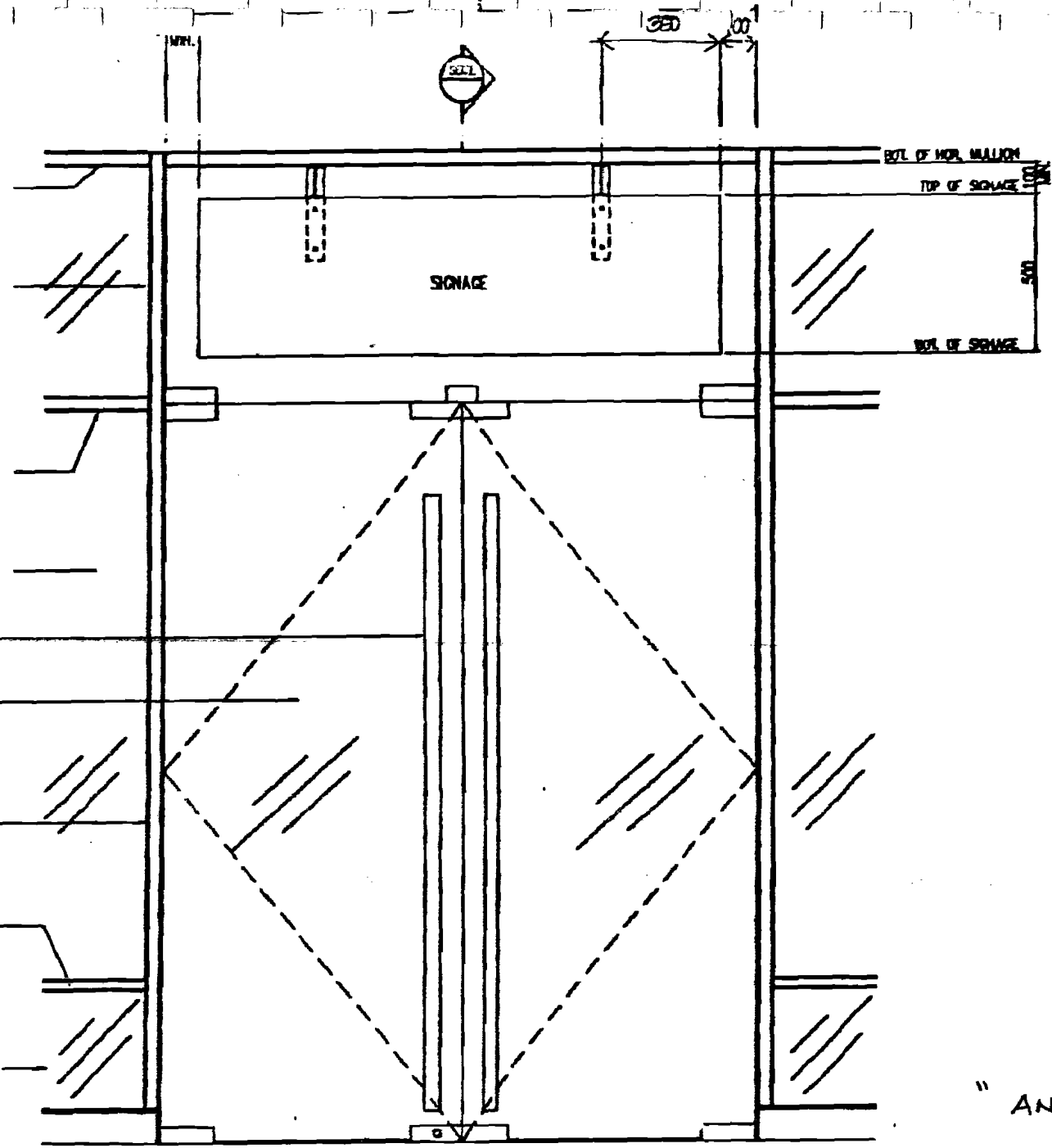
1.5" STAINLESS STEEL TUBE DOOR HANDLE

DOUBLE-ACTION PIVOT DOOR IN 10mm  
THK CLEAR TEMPERED GLASS WITH  
STAINLESS STEEL WAFELE PATCH FITTINGS

VERTICAL MULLION IN 1.5" STEEL TUBE  
WITH 5mm THK PLYWOOD PANEL FINISH BTWN  
2-8mm THK BL. FLAT BAR IN POWDER  
COATED SILVER GRAY PAINT FINISH

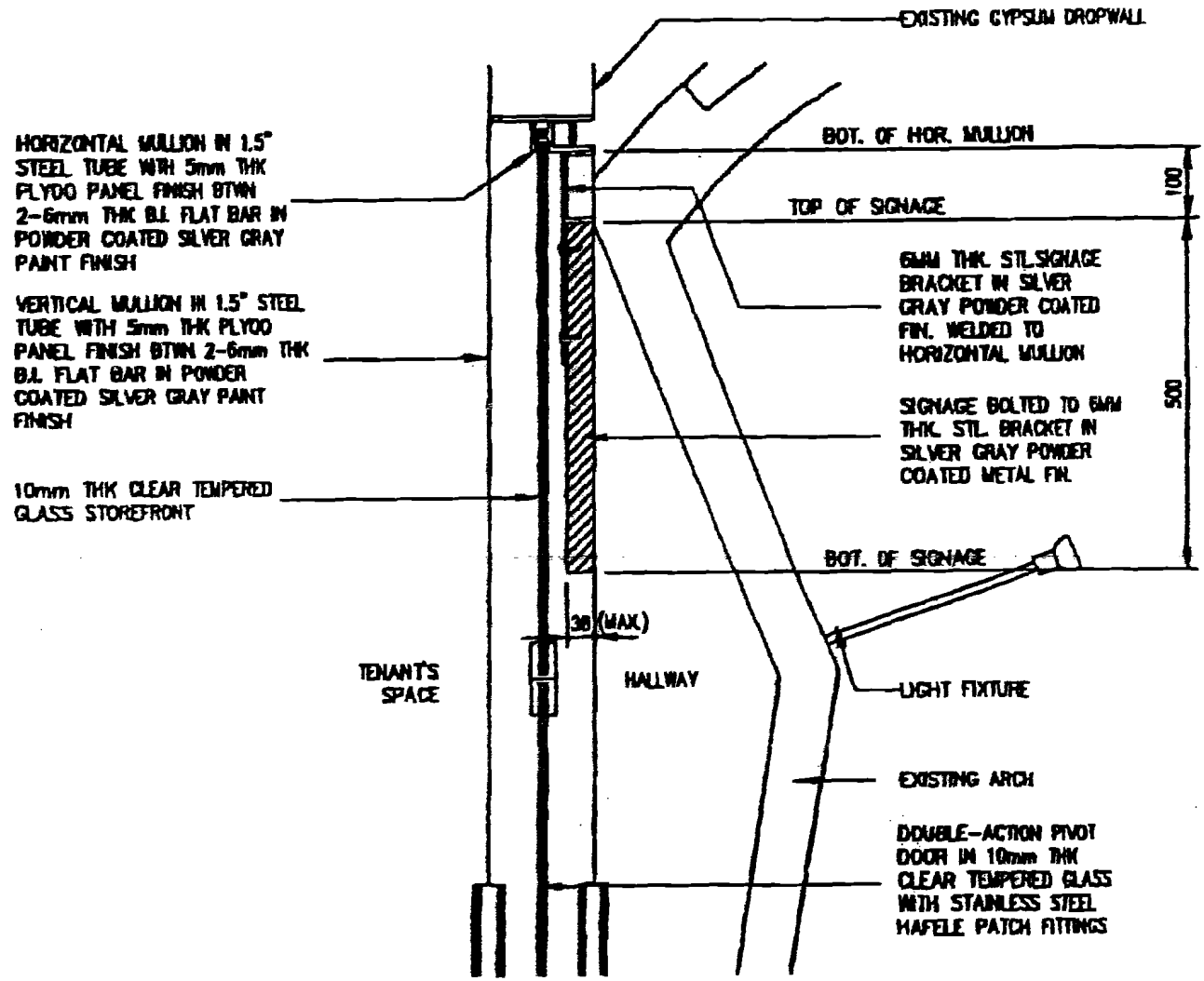
HORIZONTAL MULLION IN 1.5" STEEL TUBE  
WITH 5mm THK PLYWOOD PANEL FINISH BTWN  
2-8mm THK BL. FLAT BAR IN POWDER  
COATED SILVER GRAY PAINT FINISH

10mm THK CLEAR TEMPERED GLASS  
STOREFRONT



" ANNEX F "

STORE JNT SIGNAGE ELEV. DET.  
SCALE 1:20 V12

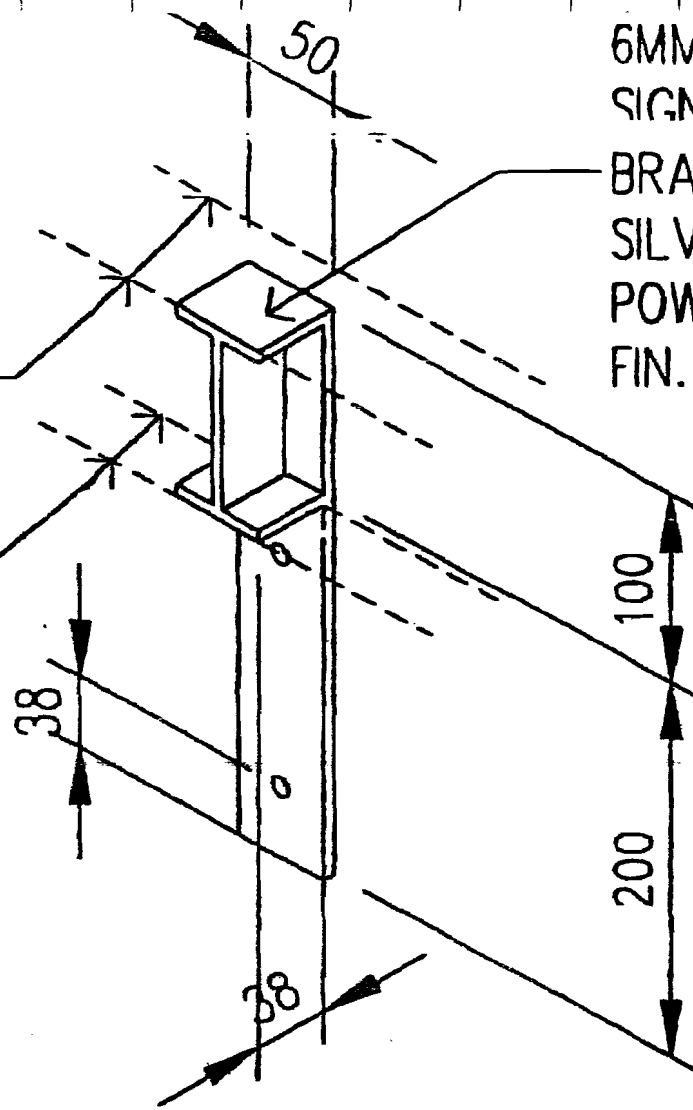


SPOT SECTION DETAIL  
SCALE 1:10 MTS.

" ANNEX F. "

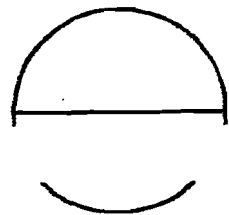
OUTLINE OF  
EXISTING  
HORIZONTAL  
MULLION

OUTLINE OF  
SIGNAGE



6MM THK STL.  
SIGNAGE

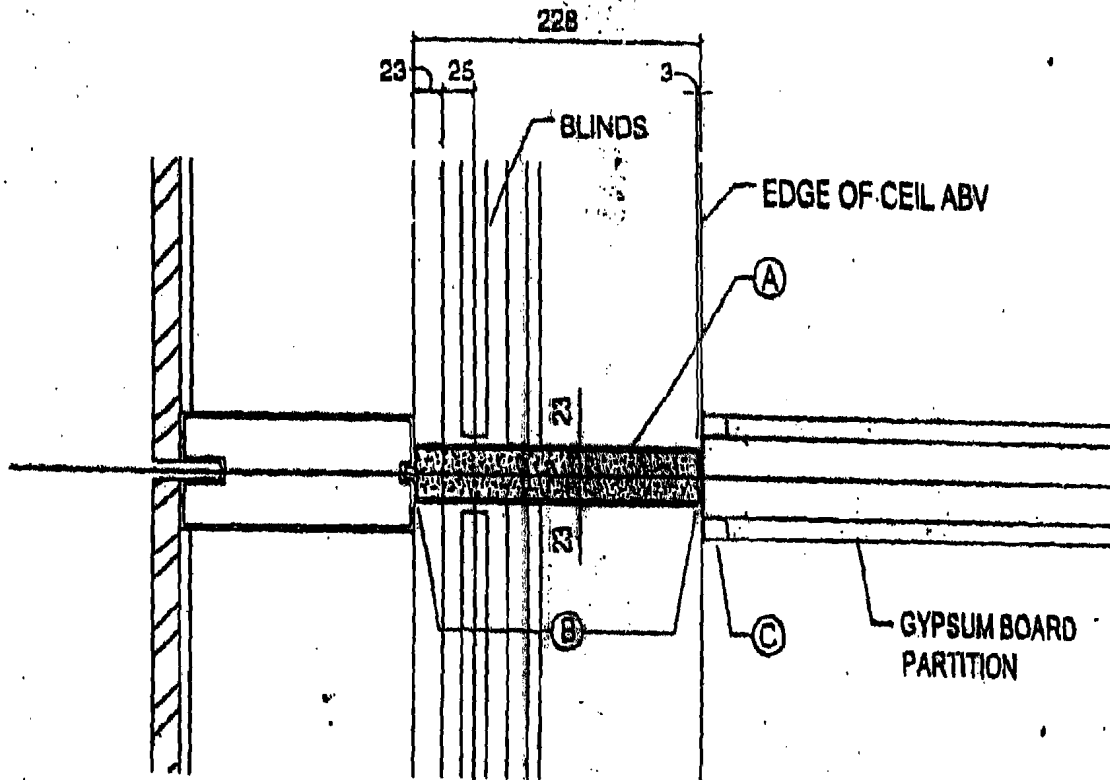
BRACKET IN  
SILVER GRAY  
POWDER COATED  
FIN.



ISOMETRIC DET.

NOT TO SCALE

" ANNEX F "



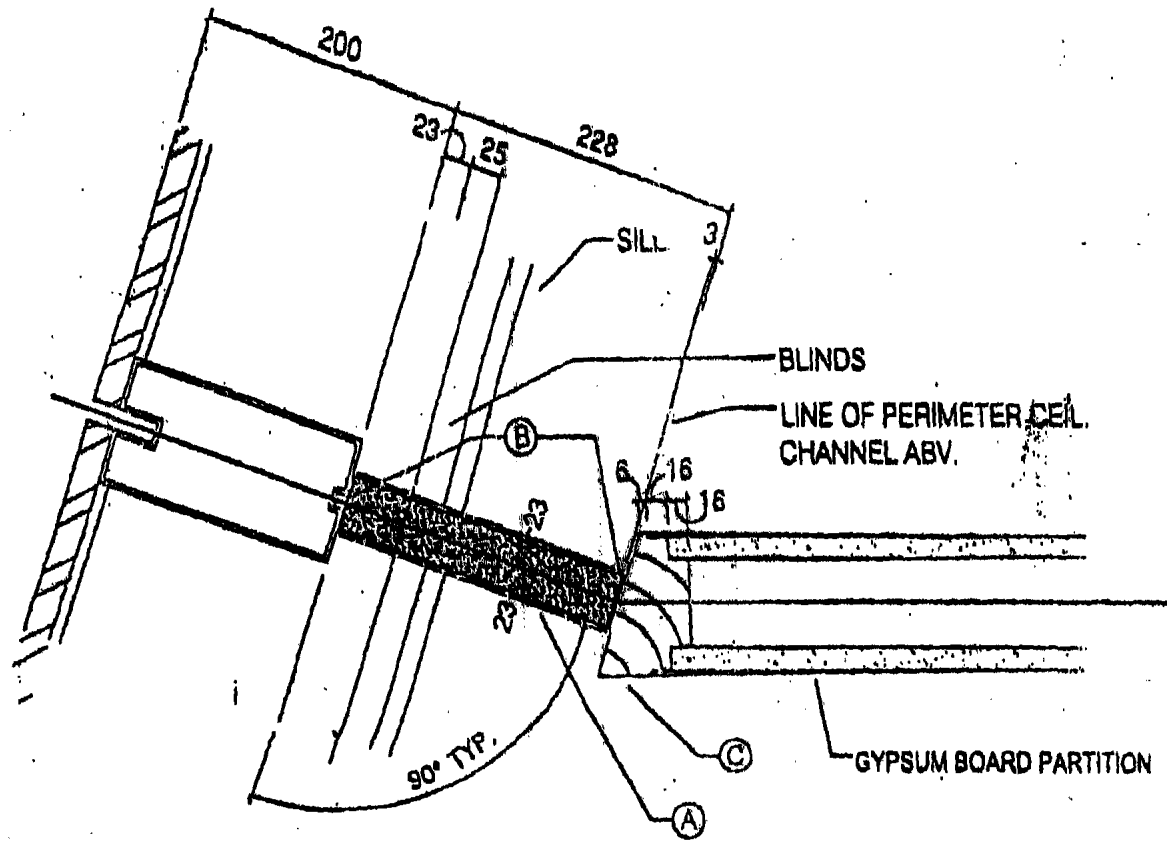
(A) INFILL PANEL BETWEEN CURTAIN WALL AND PARTITION: LAMINATES SOLID-CORE PANEL WITH RESIN-COATED ALUMINUM SHEET BOTH FACE THICKNESS 44 TO 46 mm. CUT TO NEATLY FIT IRREGULAR AREA BOUNDED BY PARTITION END CAP, BLIND POCKET, CURTAIN-WALL MULLION, CURTAIN-WALL SILL EXTENSION, DRYWALL AND RESILIENT BATH FLOORING (WHERE THEY OCCUR), AND ACCESS FLOORING. PROVIDE UNIFORM 3-mm GAP ALL AROUND PERIMETER OF PANEL; DOUBLE-STRIP GASKET MECHANICALLY ATTACH TO PARTITION END GAP BUT TO CURTAINWALL MULLION OR SILL; DOUBLE-STRIP GASKET MAY BE USED AT MULLION.

(B) CELLULAR-NITROGEN GASKET: SIZE AS INDICATED. COLOR/BACK, BOND TO ADJACENT MATERIALS AS INDICATED.

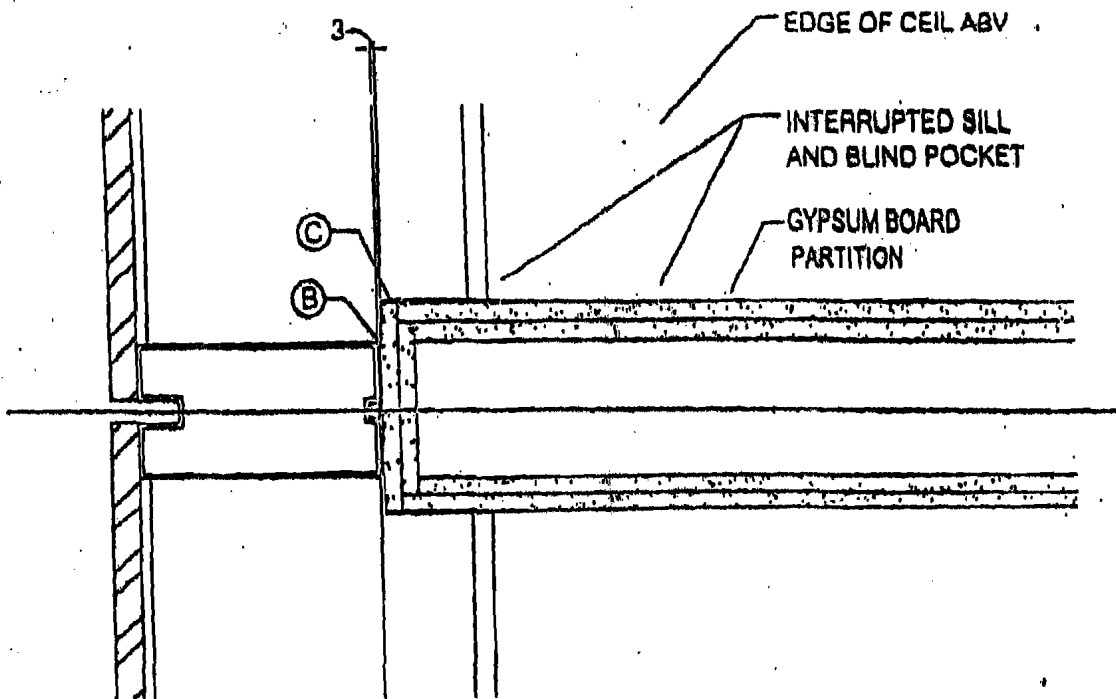
(C) METAL CASING BEAD (EDGE TRIM)

1:5  
 PLAN AT INFILL PANEL TO MULLION

APPENDIX "G"



- (A)** INFILL PANEL BETWEEN CURTAIN WALL AND PARTITION: LAMINATED SOLID-CORE PANEL, WITH RESIN-COATED ALUMINUM SHEET BOTH FACES, THICKNESS 44 TO 48 mm. CUT TO NEATLY FIT IRREGULAR AREA BOUNDED BY PARTITION END CAP, BLIND POCKET, CURTAIN WALL MULLION, CURTAIN WALL SILL EXTENSION, DRYWALL AND RESIDENT BASE BELOW SILL (WHERE THEY OCCUR), AND ACCESS FLOORING. PROVIDE UNIFORM 2-mm GAP ALL AROUND PERIMETER OF PANEL. CLOSE GAP WITH GASKET. MECHANICALLY ATTACH TO PARTITION END CAP BUT NOT TO CURTAIN WALL MULLION OR SILL. DOUBLE-STICK GASKET MAY BE USED AT MULLION.
- (B)** CELLULAR-NITROPRENE GASKET: SIZE AS INDICATED. COLOR BLACK. BOND TO ADJACENT MATERIALS AS INDICATED.
- (C)** WOOD CAP FOR OBLIQUE END OF SUBFLOOR TO UNDERSIDE OF CEILING TYPE OF PARTITION



(A) INFILL PANEL BETWEEN CURTAIN WALL AND PARTITION: LAMINATED SOLID-CORE PANEL WITH RESIN-COATED ALUMINUM SHEET BOTH FACES. THICKNESS 44 TO 46 mm. CUT TO NEATLY FIT IRREGULAR AREA BOUNDED BY PARTITION END CAP, BLIND POCKET, CURTAIN-WALL MULLION, CURTAIN-WALL SILL EXTENSION, DRYWALL AND RESILIENT BASE BEAD (WHERE THEY OCCUR), AND ACCESS FLOORING. PROVIDE UNIFORM 3-mm GAP ALL AROUND PERIMETER OF PANEL; CLOSE GAP WITH GASKET. MECHANICALLY ATTACH TO PARTITION END CAP BUT NOT TO CURTAIN-WALL MULLION OR SILL; DOUBLE-STICK GASKET MAY BE USED AT MULLION.

(B) CELLULAR-NEOPRENE GASKET: SIZE AS INDICATED. COLOR BLACK. BOND TO ADJACENT MATERIALS AS INDICATED.

(C) METAL CASING BEAD (EDGE TRIM)

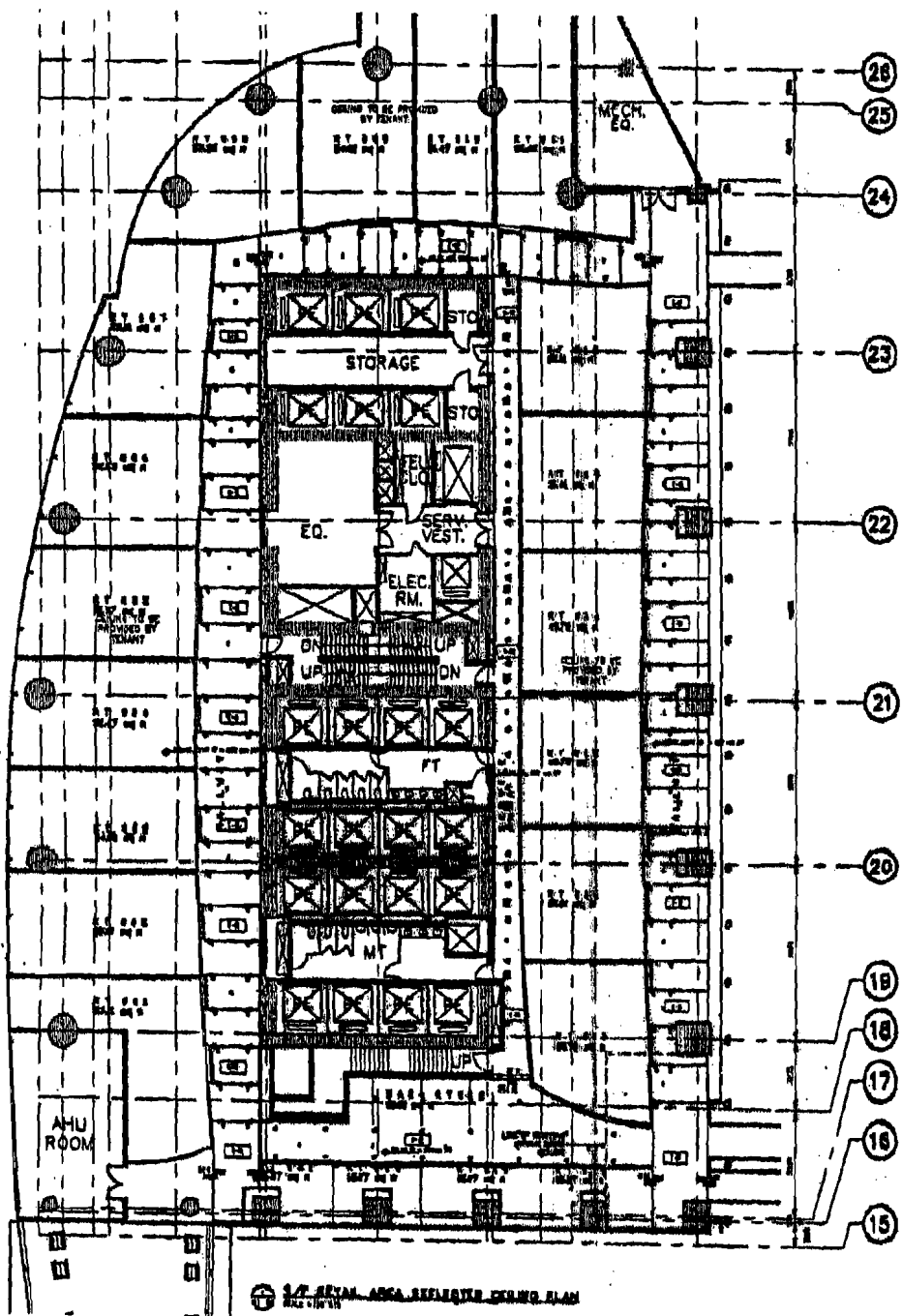
APPENDIX "I"

## APPENDIX " J "

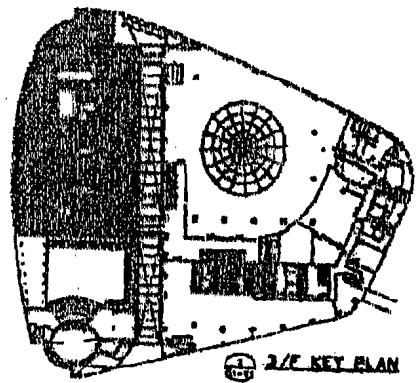
### Ceiling Module

- 1 The ceiling module setout (inclusive of lighting 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 grids. The minimum thickness of the ceiling board should be 16 mm and with and NRC rating of at least 0.65 and Class I Flame Spread.
- 2 The ceiling grids should be adequate supported to prevent sagging of carrying Channel and tiles. It should be able to withstand zone 4 seismic forces.
- 3 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.
- 4 Non-standard ceiling may be allowed but it 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.



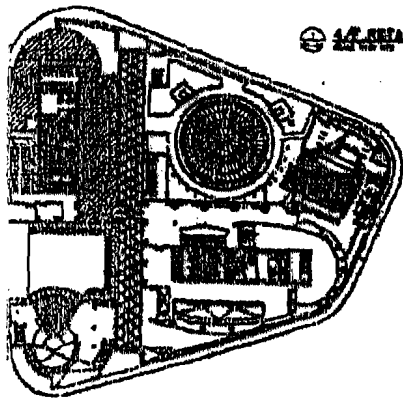
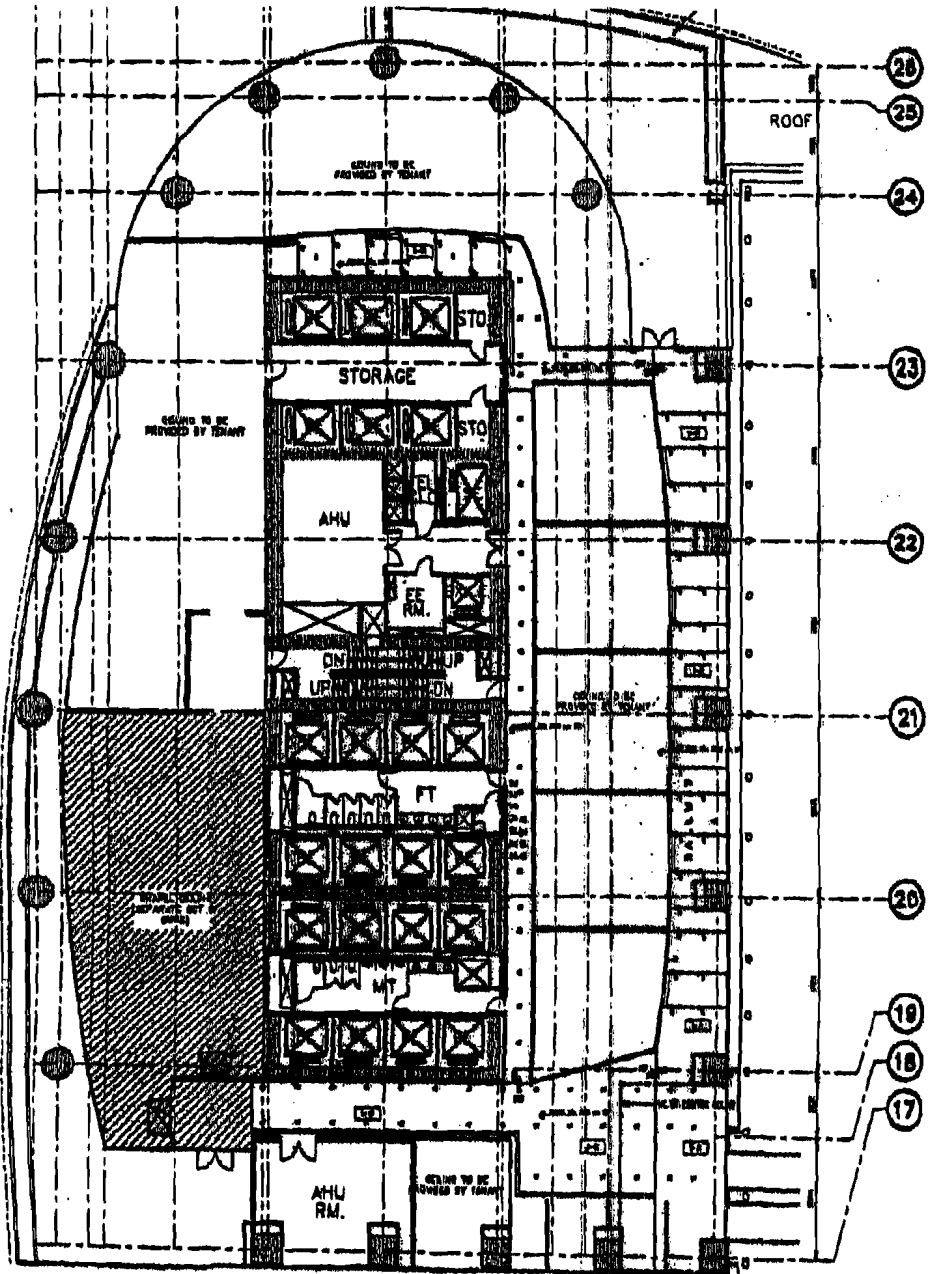


3/2 CENTRAL AREA REGISTERED DRAWING PLAN



3/2 KEY PLAN

- FLOOR FINISH (SEE DRAWING 3/2)
- DOOR (SEE DRAWING 3/2)
- WINDOW (SEE DRAWING 3/2)
- WALL OPENING (SEE DRAWING 3/2)
- STRUCTURAL MEMBER (SEE DRAWING 3/2)
- EQUIPMENT FOOTPRINT (SEE DRAWING 3/2)

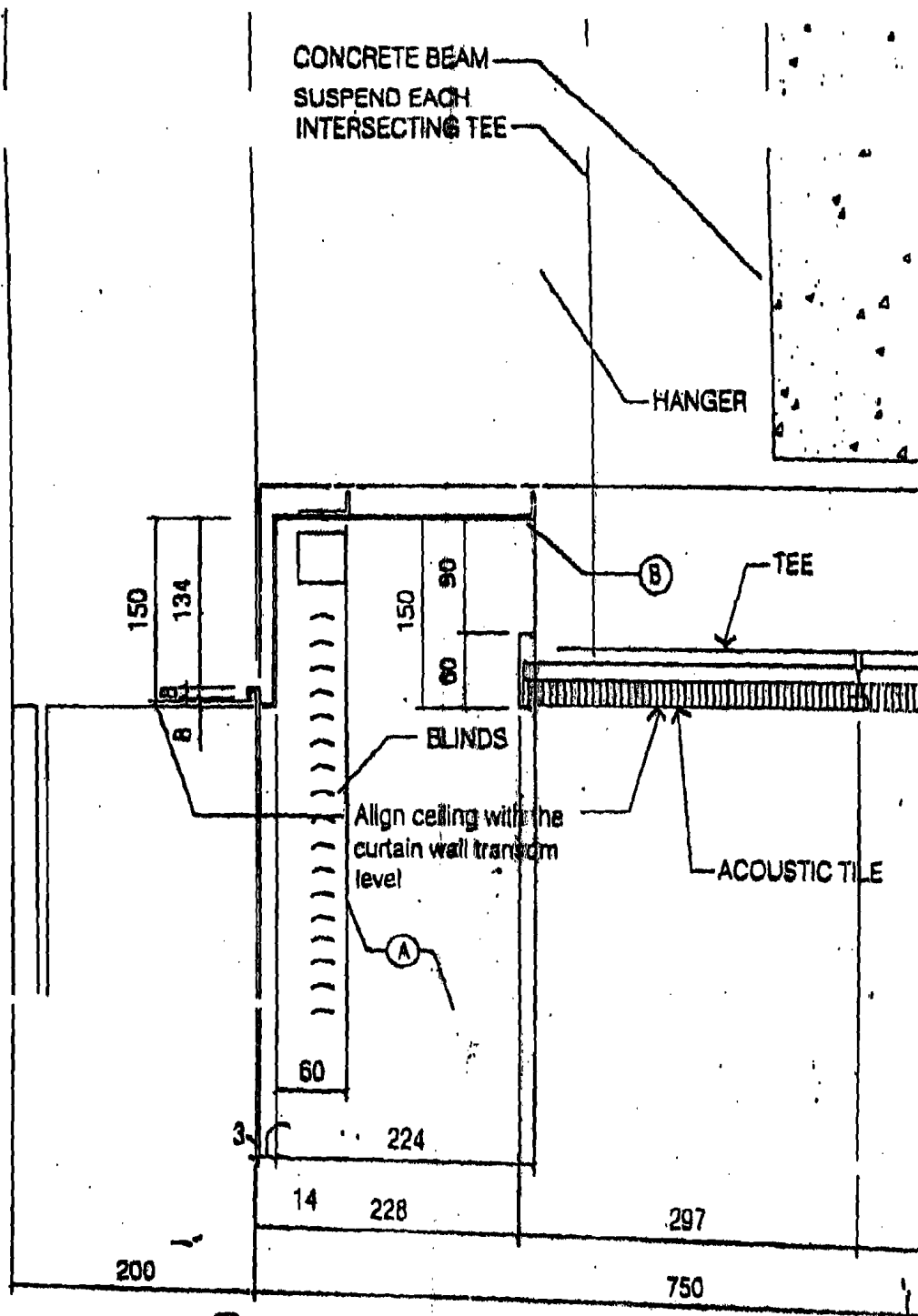


4/F RETAIL AREA REFLECTED OVERLINE PLAN

- WALL
- DOOR
- MANHOLE
- AIR HANDLING UNIT
- ELECTRICAL ROOM
- STORAGE
- ROOMS TO BE PROVIDED BY TENANT
- REPLACEMENT OF EXISTING EQUIPMENT

4/F KEY PLAN

APPENDIX 'K'



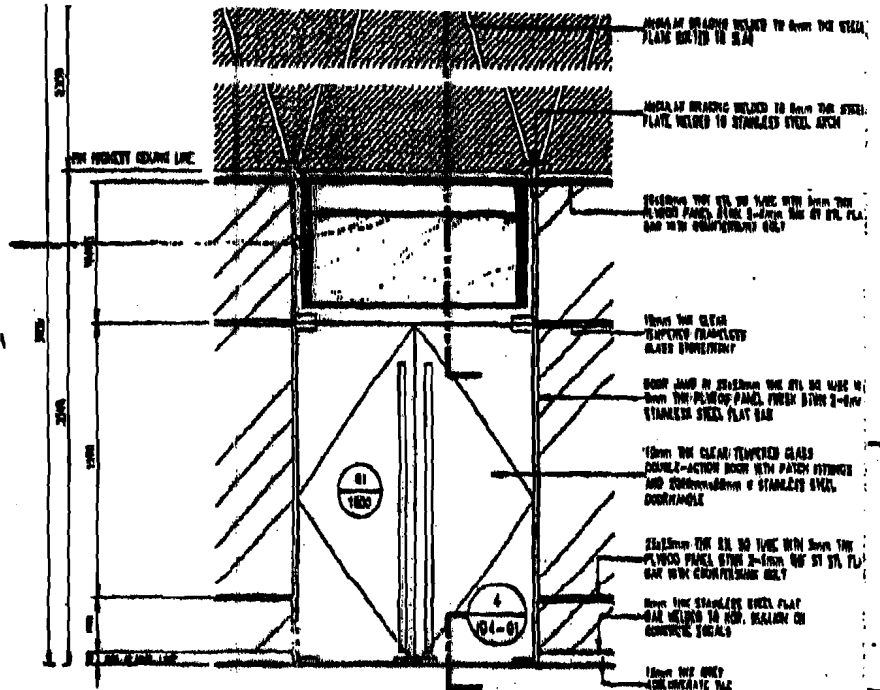
(A) INFILL PANEL BETWEEN CURTAIN WALL AND PARTITION.

(B) 1mm THICK POWDER COATED BLIND POCKET.

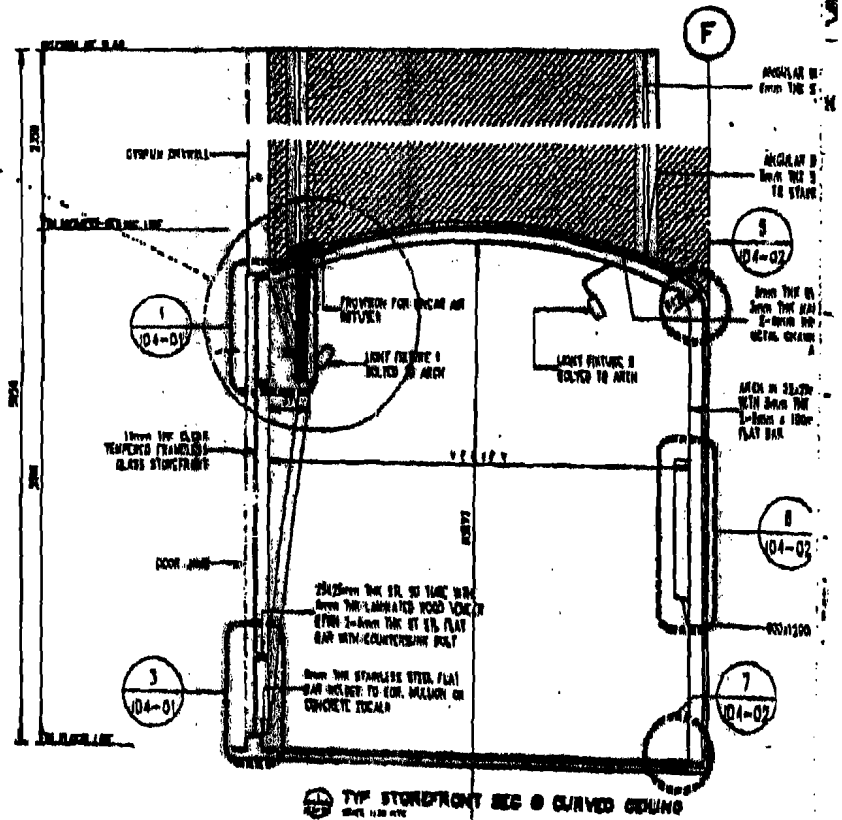
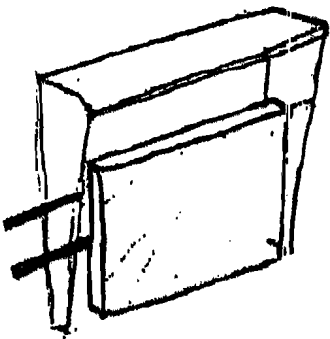
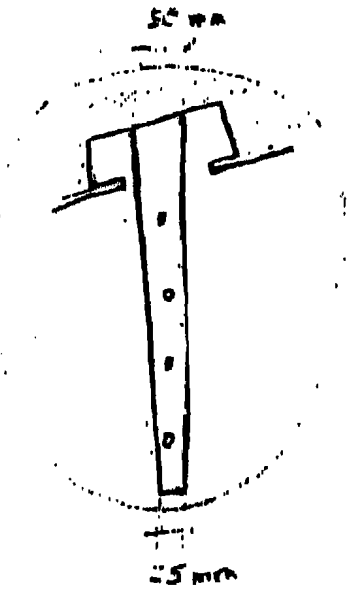
APPENDIX "L"  
APPENDIX "M"

3-21-01

601 x 1600 mm 51x41 IN GRANITE TILE WITH STEEL BRACKETS



TYP STOREFRONT ELEV @ CURVED CEILING



TYP STOREFRONT SEC @ CURVED CEILING

4L1

MAIN: 70AT, 100AF, 3P, 240V, 18KAIC C.B.

CKT. NO.	LOAD DESCRIPTION	VOLT	VOLT-AMPERE	AMPERE LOAD				PROTECTION			NUMBER & SIZE	
				AB	BC	CA	ABC	AT	AF	P	WIRES	CONDUIT
1	LIGHTS	230	1250	5.43				20	100	2	2-3.5 mm <sup>2</sup> THHN 1-2.0 mm <sup>2</sup> THHN	15 mm # C.
2	- DO -		1250	5.43								
3	- DO -		1250			5.43						
4	- DO -		1250			5.43						
5	- DO -		1300		5.65							
6	- DO -		1300		5.65							
7	- DO -		1000	4.35								
8	- DO -		850	3.70								
9	- DO -		1050			4.57						
10	CONV. OUTLET		1080			4.70						
11	- DO -		1000		4.35							
12	- DO -		1000		4.35							
13	- DO -		720	3.13								
14	- DO -		720	3.13								
15	- DO -		1000			4.35						
16	- DO -		1000			4.35						
17	SPARE		1000		4.35							
18	- DO -		1000		4.35							
19	- DO -		1000	4.35								
20	- DO -		1000	4.35								

TOTAL CONNECTED LOAD

33.90      28.70      28.83

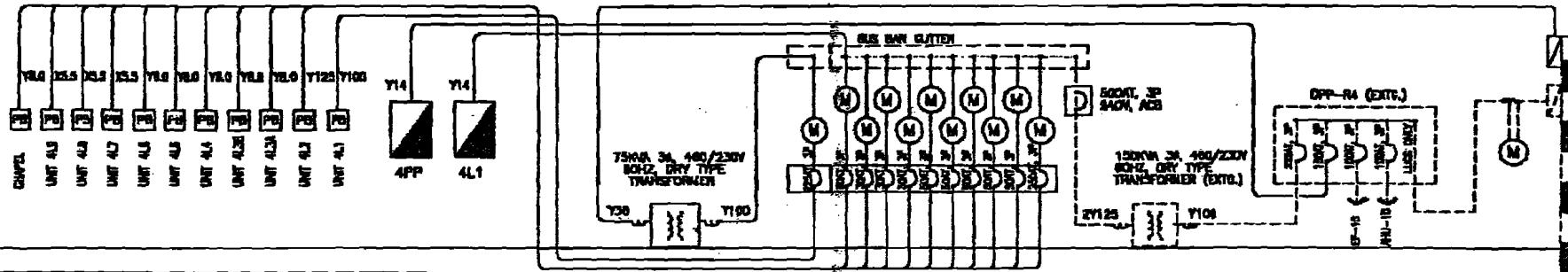
$$I_L = 1.732 \times 33.90 = 58.71 \text{ ANPS.}$$

USE : 3 - 14 mm<sup>2</sup> THHN & 1 - 5.5 mm<sup>2</sup> THHN IN 25 mm # CONDUIT

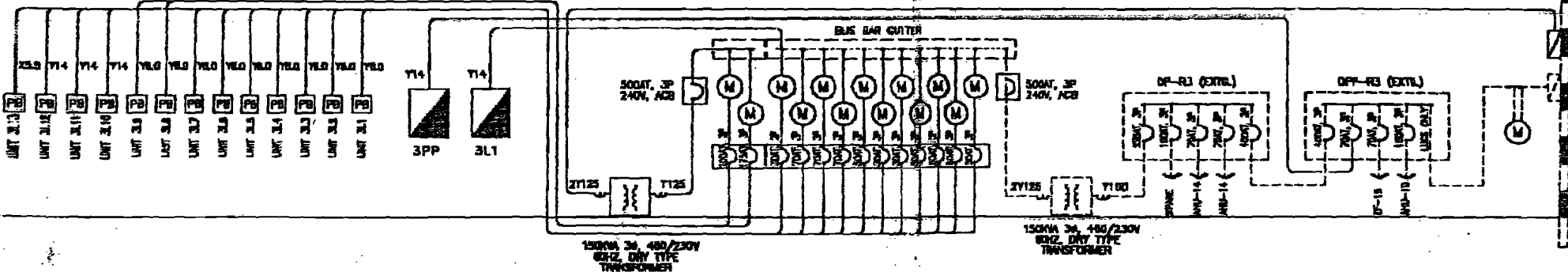
MAIN : 70AT, 100AF, 3P, 240V, 18KAIC C.B.

Appendix "0"

5TH FLOOR



4TH FLOOR



3RD FLOOR

POWER RISER DIAGRAM

NOT TO SCALE

Appendix "O"

3L1

MAIN: 70AT, 100AF, 3P, 240V, 18KAIC C.B.

CKT. NO.	LOAD DESCRIPTION	VOLT	VOLT-AMPERE	AMPERE LOAD				PROTECTION			NUMBER & SIZE	
				AB	BC	CA	ABC	AT	AF	P	WIRES	CONDUIT
1	LIGHTS	230	1250	5.43				20	100	2	2-3.5 mm <sup>2</sup> THHN 1-2.0 mm <sup>2</sup> THHN	15 mm # C.
2	- DO -		1250	5.43								
3	- DO -		1250			5.43						
4	- DO -		1250			5.43						
5	- DO -		1300		5.65							
6	- DO -		1300		5.65							
7	- DO -		1000	4.35								
8	- DO -		850	3.70								
9	- DO -		1050			4.57						
10	CONV. OUTLET		1080			4.70						
11	- DO -		1000		4.35							
12	- DO -		1000		4.35							
13	- DO -		720	3.13								
14	- DO -		720	3.13								
15	- DO -		1000			4.35						
16	- DO -		1000			4.35						
17	SPARE		1000		4.35							
18	- DO -		1000		4.35							
19	- DO -		1000	4.35								
20	- DO -		1000	4.35								

TOTAL CONNECTED LOAD

33.90      28.70      28.83

$I_L = 1.732 \times 33.90 = 58.71 \text{ AMPS.}$

USE : 3 - 14 mm<sup>2</sup> THHN & 1 - 5.5 mm<sup>2</sup> THHN IN 25 mm # CONDUIT

MAIN : 70AT, 100AF, 3P, 240V, 18KAIC C.B.

Appendix "O"

3PP TYPICAL TO 4PP

MAIN: 70AT, 150AF, 3P, 480V, 18KAIC C.B.

CKT. NO.	LOAD DESCRIPTION	VOLT	VOLT-AMPERE	AMPERE LOAD				PROTECTION			NUMBER & SIZE	
				AB	BC	CA	ABC	AT	AF	P	WIRES	CONDUIT
1	2-5HP IN-LINE FAN	480					15.20	30	150	3	3-5.5 mm <sup>2</sup> THHN & 1-3.5 mm <sup>2</sup> THHN	15 mm ∅ C.
2	- 00 -	↓					15.20	30	↓	↓	↓	↓
3	SPARE	↓					25.00	50	↓	↓	↓	↓

TOTAL CONNECTED LOAD

55.40

$$I_L = 55.4 + 25\% (7.60) = 57.30 \text{ AMPS.}$$

USE : 3 - 14 mm<sup>2</sup> THHN & 1 - 5.5 mm<sup>2</sup> THHN IN 25 mm ∅ CONDUIT

MAIN : 70AT, 150AF, 3P, 480V, 18KAIC C.B.

Appendix "D"



use non-rising stem gate valve for 50 mm and smaller, lever handle butterfly valve for 65 mm and bigger.

6.6 Application - Domestic hot water piping

7. Hot Water / A/C Drain Pipe Insulation

7.1 Material - 25 mm thick preformed fiberglass insulation with aluminum foil, 48 Kg/M<sup>3</sup> density

8. Drains, Cleanouts and Traps

8.1 Drains - Cast iron body with adjustable brass top or stainless steel top. Submit sample for approval

8.2 Cleanouts - Cleanouts shall have cast iron body with round counter sunk brass top.

8.3 Traps - Traps shall be of the same material as pipes, complete with accessible trap screw at ample size, except those integral with fixtures

9. Pipe Support

9.1 Pipe support shall be fabricated with flat bar, round bar and angular bar of appropriate size conforming to MSS SP-58 / MSS SP-68.

9.2 Anchorage of pipe support on concrete slab or beam shall be expansion shields or it shall be directly fastened to structural steel member as shown on details or submit shop drawing.

9.3 Minimum hanger rod size

12mm	- Up to 100mmØ pipe
20mm	- 125mm to 200mmØ pipe
25mm	- 250mm to 350mmØ pipe

9.4.3 All hangers and support shall be painted with one (1) coat of primer and two (2) coats of finishing enamel paint.

10. Pipe Sleeves

10.1 Pipe sleeve shall be galvanized iron pipe, Sch. 40

10.2 Sleeve shall have a minimum clearance of 25 mm around the pipe insulation, if any, and caulked with oakum and mastic sealant.

10.3 All pipe sleeves for exterior wall shall be with stop collar.

manufacturer's trademark or name, the weight, type and classes of product when so required by the standards mentioned above.

4. Cast Iron Piping

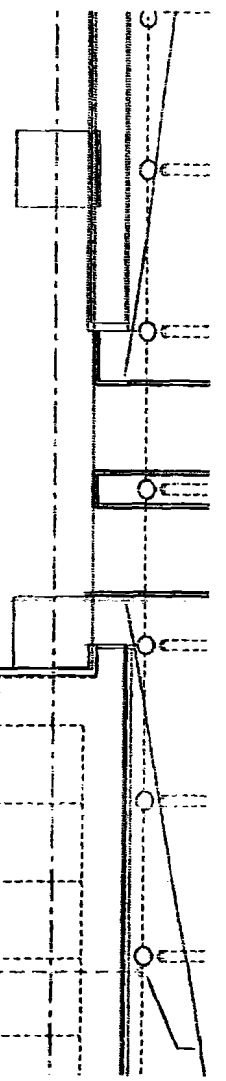
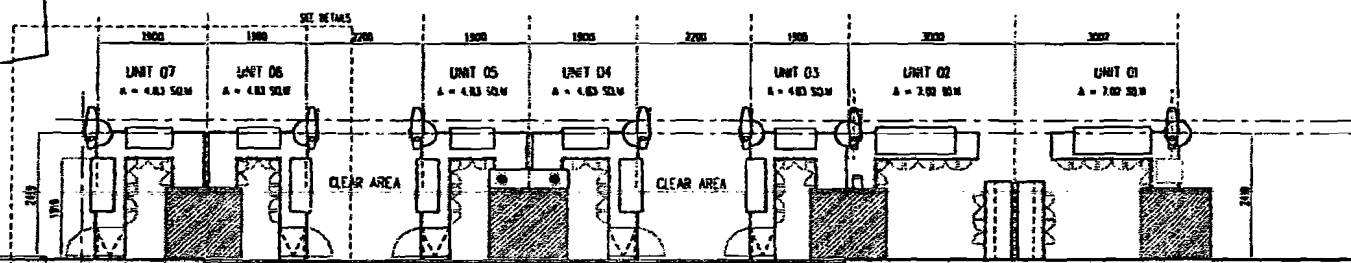
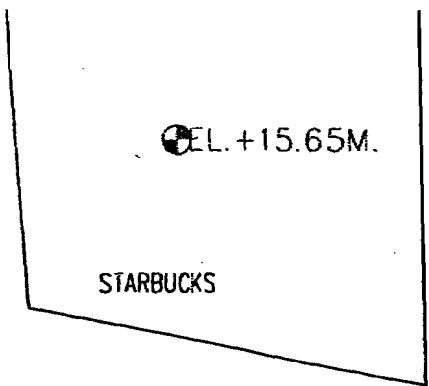
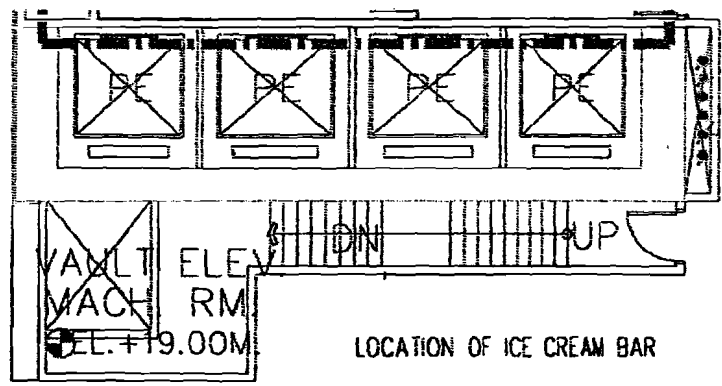
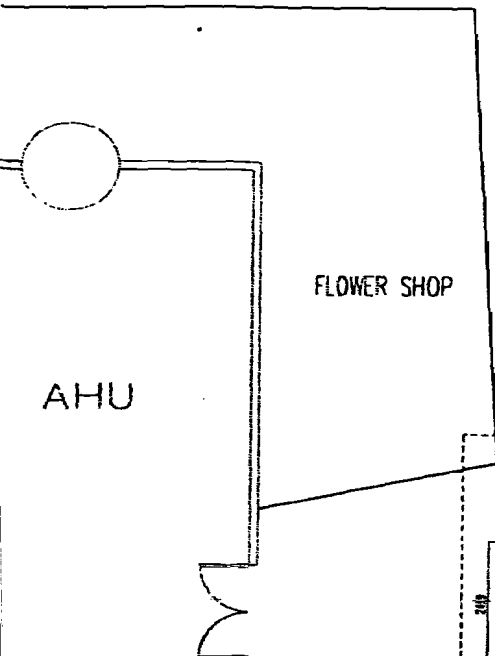
- 4.1 Type - Cast iron, ASTM A-74
- 4.2 Minimum wall thickness - Service weight
- 4.3 Joints - Bell and spigot
- 4.4 Fittings - Cast iron, service weight
- 4.5 Pipe sealant - Lead and Oakum caulked as per Federal specs  
QQ-L-158
- 4.6 Application - Sanitary, vent and drainage lines

5. Galvanized Iron Piping

- 5.1 Type - Seamless, ASTM A-53
- 5.2 Minimum wall thickness - Schedule 40
- 5.3 Joints - Threaded joints for pipe sizes 50 mm and smaller, Welded or flanged joints for pipe sizes 65 mm and bigger
- 5.4 Fittings - Malleable iron ASTM A-197 for threaded fittings and Steel ASTM A-129 for flanged fittings
- 5.5 Valves - Bronze, ASTM B-62, 1035 KPA for 50 mm and smaller; All iron, bronze fitted, 1035 KPA for 65 mm and bigger. For shut off valve, use non-raising stem gate valve for 50 mm and smaller, lever handle butterfly valve for 65 mm up to 100 mm, gear type handle butterfly valve for 100 mm and bigger
- 5.6 Pipe sealant - Teflon tape for threaded joints and 1.5 mm thick rubber gasket for flanged joints
- 5.7 All underground metal pipes shall have at least two (2) coats of tar or asphalt and wrapped with approved pipe wrapping tape or jute sack
- 5.8 Application - Domestic cold water piping

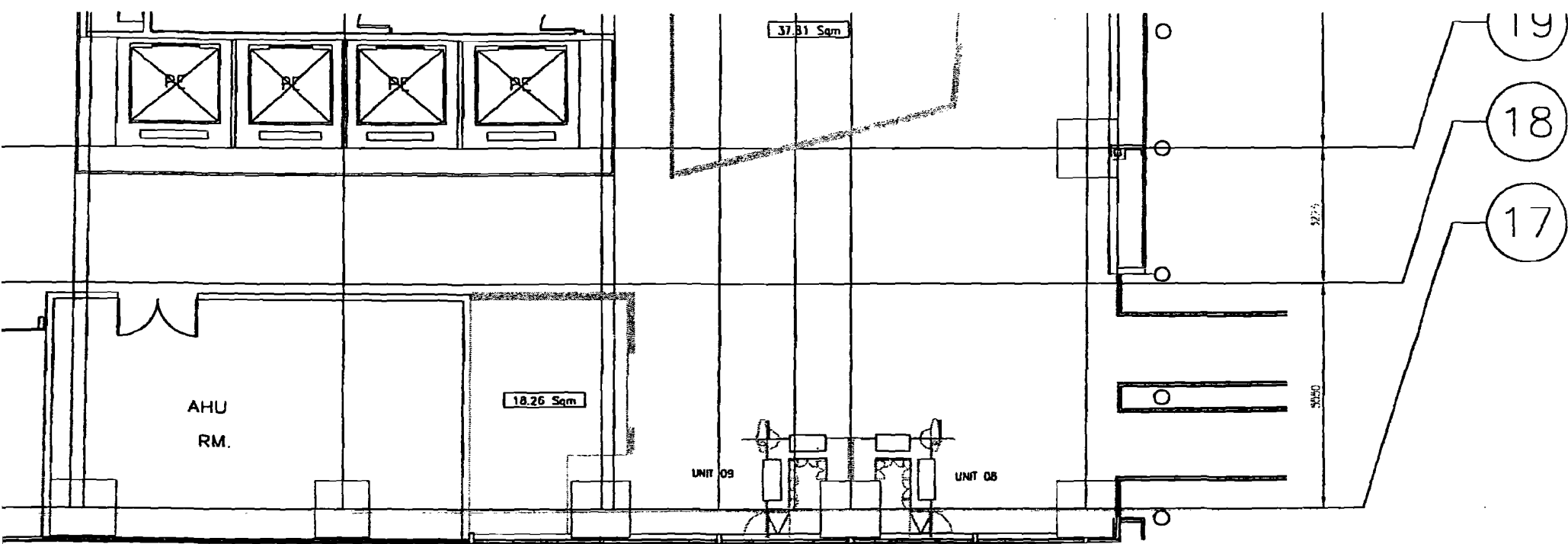
6. Copper

- 6.1 Type - Copper pipe, seamless, hard drawn, ASTM B88
- 6.2 Minimum wall thickness - Type L
- 6.3 Joints - Soldered type



APPENDIX "Q"

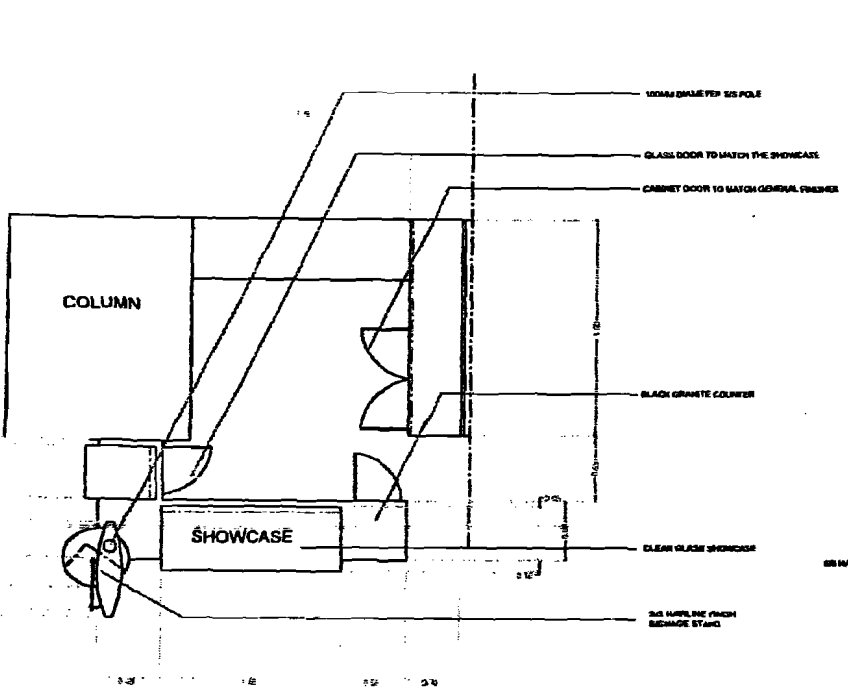
RD



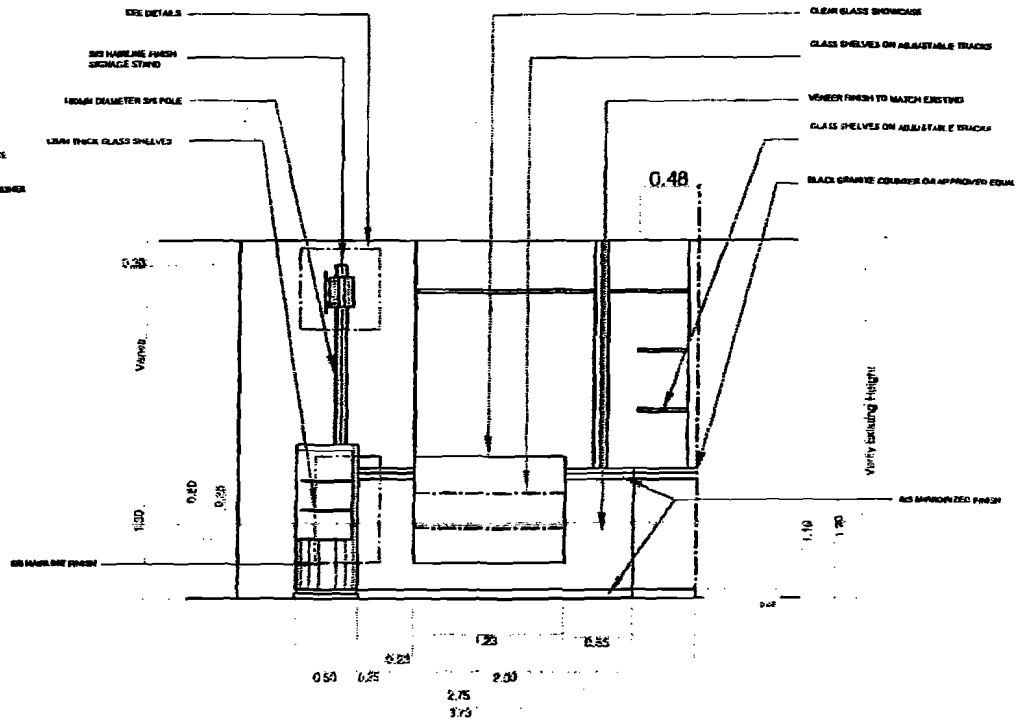
FOURTH PODIUM KIOSK LOCATION

APPENDIX "Q"

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100



KIOSK PROPOSED PLAN



FRONT ELEVATION

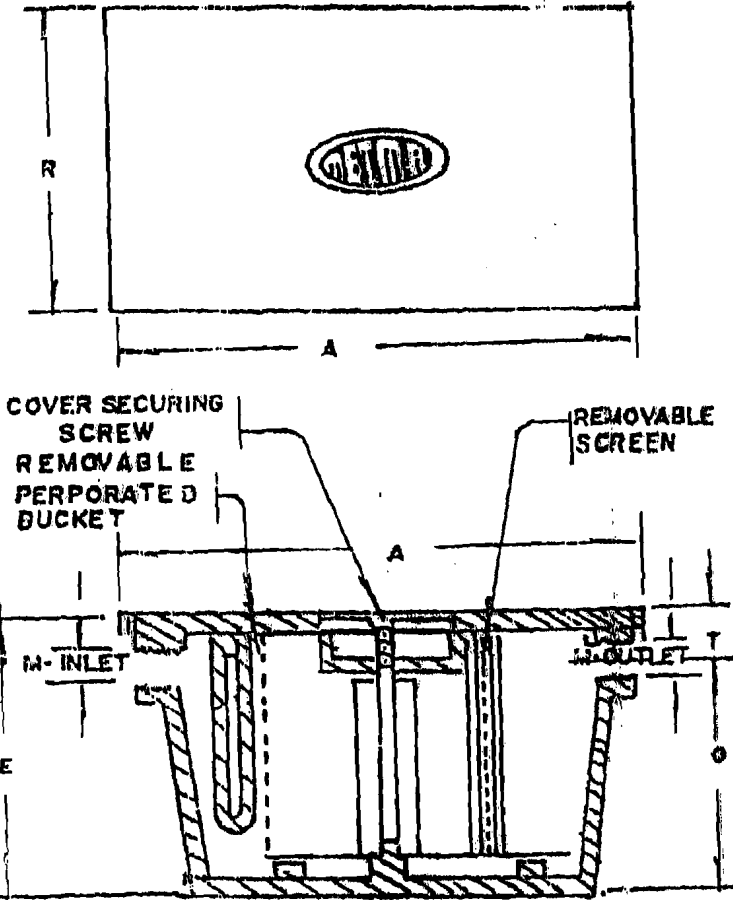
APPENDIX "Q"

# METMA

# Grease Interceptor

M-403

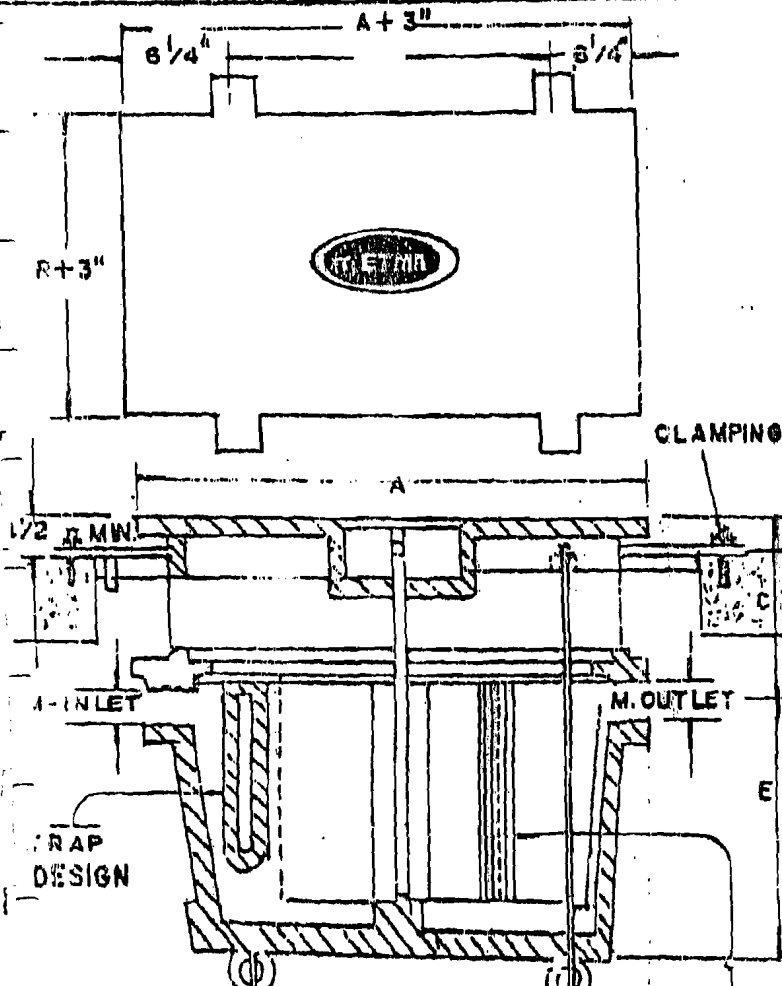
METMA Grease Trap for on-Floor Semi-Recessed or Flush with Floor Installation.



PIPE SIZE IN.M.	DIMENSIONS IN INCHES					GPM
	E	T	A	R	O	
2	7 1/4	3/4	16	11	10 3/4	4
2	8 1/4	3 1/2	17	12 1/2	12 1/8	7
2	9 1/4	3 1/2	19 1/2	14	13 1/8	10
2	11 1/4	3 3/4	22	16	15 1/8	15
3	12 3/4	5	25 1/2	17 1/2	18	20
4	14 1/4	4 1/4	27	18 1/2	18 1/2	25
4	15 1/4	5 1/4	30 1/2	20 1/4	20 1/2	35
4	16 3/4	16 1/4	34 1/4	23 1/2	23	50
4	17	5	42 1/4	29 1/2	24 1/4	65

M-404

METMA Grease Trap for Suspended from Slab.



PIPE SIZE IN.M.	DIMENSIONS IN INCHES				GPM	SIZE
	E	T	A	R		
2	7 1/4		15 3/4	11	4	100
2	8 1/4		17 1/2	12 1/2	7	200
2	9 1/4		18 1/2	14	10	300
2	11 1/4		22 1/4	16	15	400
3	12 3/8		25 1/2	17 1/2	20	500
4	14 1/4		27	18 1/2	25	600
4	15 1/4		30 1/4	20	35	700
4	16 1/2		34	22 1/2	50	1000
4	17					

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case  
m th  
oll  
bo  
quirec

er b  
socc

n-Ski

oprene

land

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or Stc

DEL

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105

106

106

# MechoShade™ Parts and Components

No.	Descriptions	Part Numbers	Notes
1	• Wall-mounted bracket (Mecho III SlimLine & Wide)* Wall-mount bracket (Mecho III Wide Extended)* (NS)	MWBX 2727 STZP EWBX 4040 STZP	<p>* Optional parts and accessories. ** See "Finish and Color Codes" below for standard Delrin colors and standard aluminum finishes. When ordering, specify all finishes and colors, as required, to assure correct product delivery.</p> <p>5 See Volume 4 of MechoShade System's Price List for lit, weight span, and tube specifications.</p> <p>12 16 17 5" (27 mm) center and 2-1/2" (64 mm) channels must be used for shades over 96" (2430 mm) high.) Standard aluminum finishes for these parts are White, Black, Quaker Bronze, and Clear Anodized.</p> <p>17 Shadecloth guide fits into blackout channel Parts 12 and 17. Bend to fit on site.</p> <p>8 13 Hembar and 1-1/2" hemtube (shown) fits into the blackout channel.</p> <p>Custom paint finishes are available on special orders. Minimum quantities are required. Allow for extra delivery time and costs. For field application of special colors by others, specify White (WF1) to be used as the primer. Surface should be lightly sanded before applying a solvent-based paint in the color of your choice. Field painting with solvent-based paints is possible on all paint finishes but may require two coats with a darker color base.</p>
2	Bracket end caps (Mecho III SlimLine)* (NS) • Bracket end caps (Mecho III Wide)* Bracket end caps (Mecho III Wide Extender)* (NS)	MFCA 2336 AL** MFCA 3036 AL** MFCA 3346 AL**	
3	Bracket: Idle-end (Mecho III SlimLine) (NS) • Bracket: Idle-end (Mecho III Wide) Bracket: Idle-end (Mecho III Wide Extended) (NS)	MBCI 2336 DS** MBCI 3036 DS** MBCI 3050 DS**	
4	• Tube plug (idle-end)	MTPA 1402 DE**	
5	• Tube 1-1/2" (38 mm) diameter SnapLoc™ Tube 1-7/8" (48 mm) diameter SnapLoc™	MTUX 1415 ALML MTUX 1712 ALML	
6	• SnapLoc™ -spline mounting channel	See Part 5.	
7	• SnapLoc™ spline	USPL 1401 VLCL	
8	• Hembar (standard cloth covered)	UIBS 1415 ALML	
9	Bracket: Center-support (Mecho III SlimLine) (NS) • Bracket: Center-support (Mecho III Wide) Bracket: Center-support (Mecho III Wide Extended) (NS)	MCSA 2336 DS** MCSA 3036 DS** MCSA 3050 DS**	
10	• Tube connector ("dog bone")	MCOX 04ST DE**	
11	• Tube plug (center support)	MTPC 1402 DE**	
12	• Blackout center channel 2-5/8" (67 mm) wide* Blackout center channel 5" (127 mm) wide* (NS)	MBOA 2515 AP** EBOA 5021 AP**	
13	• Hemtube-exposed with light seal 1-1/2" (38 mm) diameter* Hemtube-exposed 7/8" (22 mm) diameter* (NS)	UHTR 1415 AL** UHTR OT15 AL**	
14	Bracket: Drive-end (Mecho III SlimLine) (NS) • Bracket: Drive-end (Mecho III Wide) Bracket: Drive-end (Mecho III Wide Extended) (NS)	MBCD 2336 DS** MBCD 3036 DS** MBCD 3050 DS**	
15	• Levelling shim	MSHS 1122 DE**	
16	• Blackout shadecloth guide (See Parts 12 and 17)	USGA 1234 AL**	
17	• Blackout side channel 1-5/16" (33 mm) wide* Blackout side channel 2-1/2" (64 mm) wide* (NS)	MBOA 1315 AP** EBOA 2421 AP**	
18	SnapLoc™ fascia (Mecho III SlimLine)* regular roll (NS) • SnapLoc™ fascia (Mecho III Wide) regular roll* SnapLoc™ fascia (Mecho III Wide Extended) regular roll (NS)	MFAA SL15 AL** MFAA RG15 AL** UFAA 4715 AL**	
19	• SnapLoc™ reverse-roll fascia (Mecho III Wide)	MFAA RR15 AL**	
20	• Bead chain keeper	MBKS 0514 DE**	
21	• Upper and lower bead chain stops	MBST 03RD BRNP	
22	• Drive chain (stainless-steel bead chain)	MCHD 4849 SSPO	
3 & 14	Bracket assembly pair (Mecho III SlimLine) (NS) • Bracket assembly pair (Mecho III Wide) Bracket assembly pair (Mecho III Wide Extended) (NS)	MBCA 2336 DS** MBCA 3036 DS** MBCA 3050 DS**	

## Finishes and Color Codes

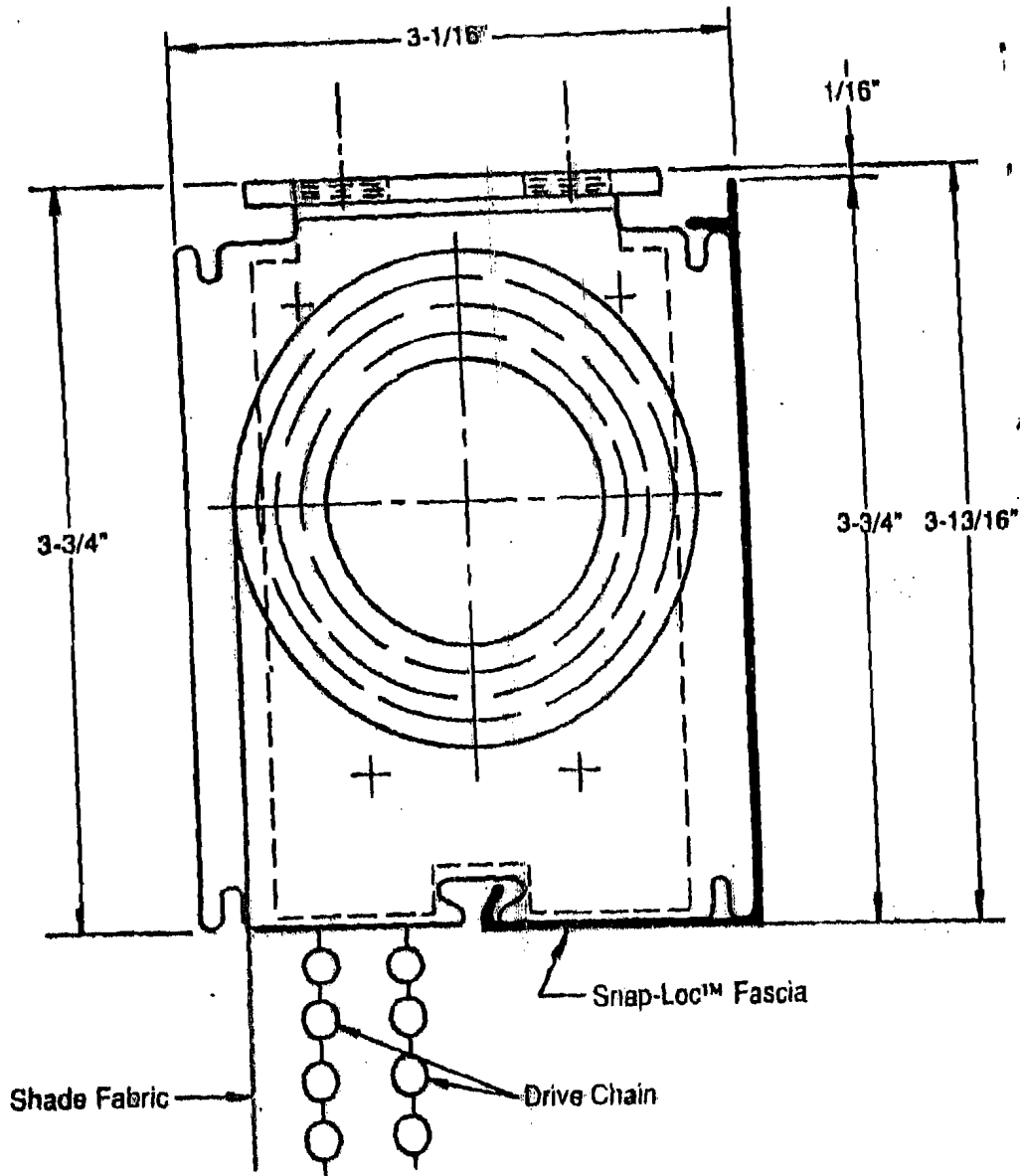
Codes	Delrin Colors	Codes	Aluminum Finishes
PS	All stock colors	WH	White
WH	White	GR	Grey
GR	Grey	BK	Black
BK	Black	CW	Colonial White
CW	Colonial White	QB	Quaker Bronze (Duranodic color)
BZ	Quaker Bronze	CA	Clear Anodized
		ML	Mill finish

MechoShade Systems, Inc.  
 2-03 35th Street, Long Island City, NY 11101, USA  
 Telephone: 718-729-2020  
 Fax/Télécopie: (INT'L) 718-729-2941, USA 1-800-899-0081



# Standard Mecho III™ Bracket Details

Regular Roll Fabric with Standard Fascia



## Fabric Snap-Loc Fascia

Fabrics	Maximum Height
	1.5" Tube
ThermoVeil	12'-0"
ThermoVeil & Mirro Film	10'-0"
ThermoVeil & Blackout	8'-0"

MechoShade Systems, Inc.  
 103 35th Street, Long Island City, NY 11101, USA  
 Telephone: 718-729-2020  
 Fax/Télécopie: (INT'L) 718-729-2941, USA 1-800-899-8081



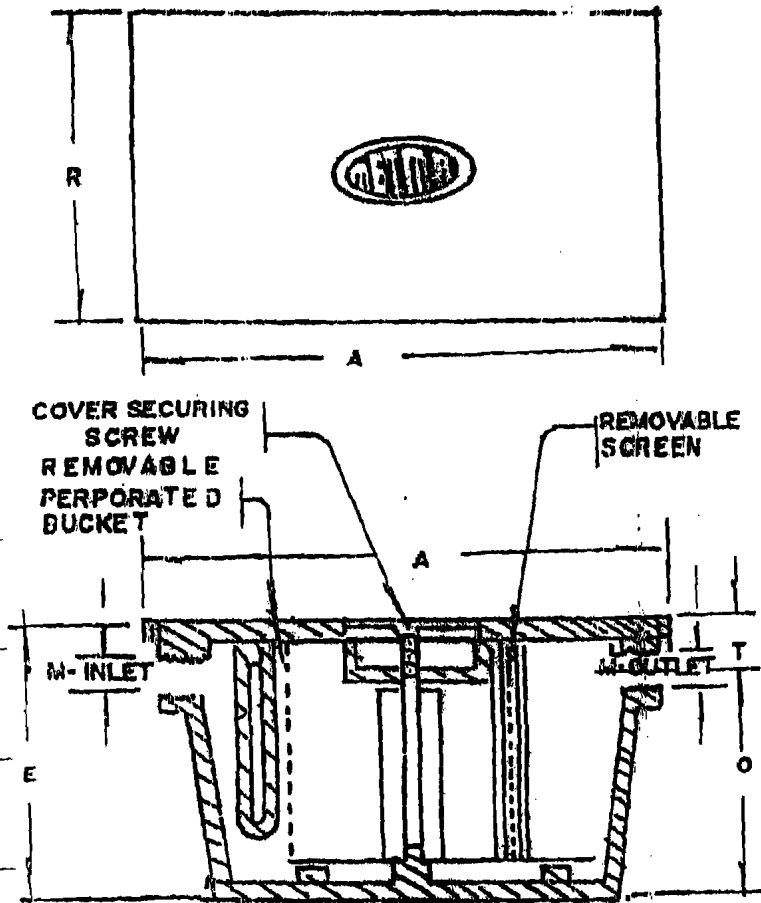


**METMA**

**Grease Interceptor**

**M-403**

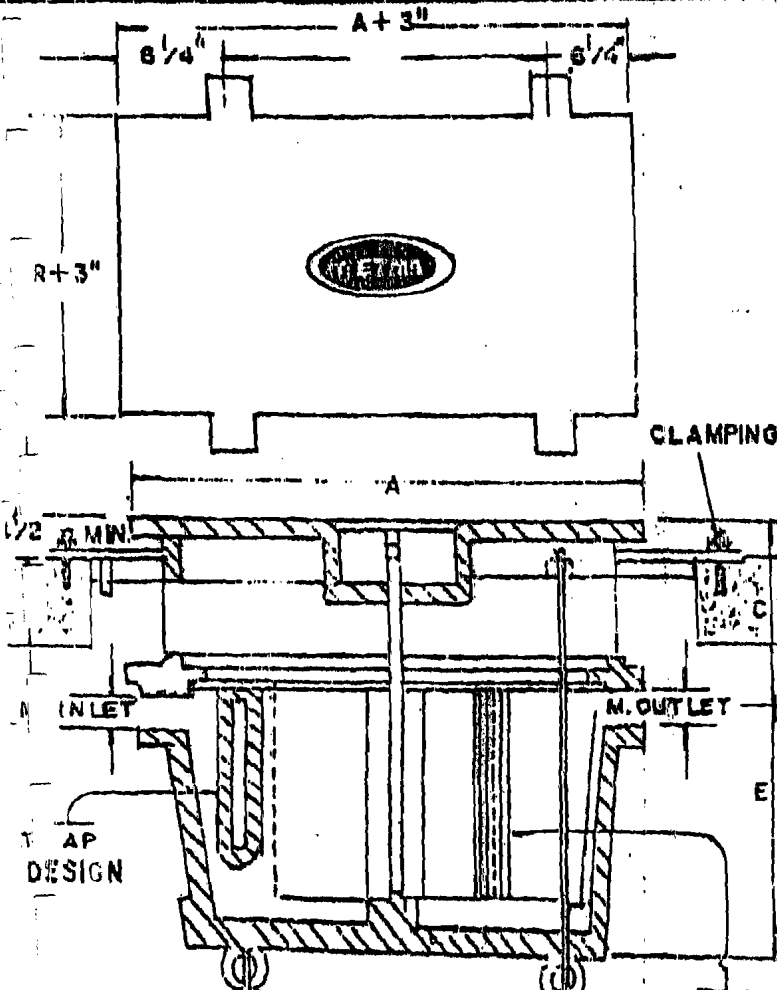
**METMA Grease Trap for on-Floor Semi-Recessed or Flush with Floor Installation.**



PIPE SIZE IN.M.	DIMENSIONS IN INCHES				O	GPM
	E	T	A	R		
2	7 1/4	3/4	16	11	10 3/4	4
2	8 1/4	3 1/2	17	12 1/2	12 1/8	7
2	9 1/4	3 1/2	19 1/2	14	13 1/8	10
2	11 1/4	3 3/4	22	16	15 1/8	15
3	12 3/4	5	25 1/2	17 1/2	18	20
4	14 1/4	4 1/4	27	18 1/2	18 1/2	25
4	15 1/4	5 1/4	30 1/2	20 1/4	20 1/2	35
4	16 3/4	16 1/4	34 1/4	23 1/2	23	50
4	17	5	42 1/4	29 1/2	24 1/4	65

**M-404**

**METMA Grease Trap for Suspended from Slab.**



PIPE SIZE IN.M.	DIMENSIONS IN INCHES				GPM	SIZE
	E	T	A	R		
2	7 1/4		15 3/4	11	4	100
2	8 1/4		17 1/2	12 1/2	7	200
2	9 1/4		19 1/2	14	10	300
2	11 1/4		22 1/4	16	15	400
3	12 3/8		25 1/2	17 1/2	20	500
4	14 1/4		27	18 1/2	25	600
4	15 1/4		30 1/4	20	35	700
4	16 1/8		34	22 1/2	50	800
4	17					

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