

# **RCBC PLAZA HOUSE RULES AND REGULATIONS**

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## **HOUSE RULES AND REGULATIONS**

All tenants as well as all their employees, agents, contractors and guests shall comply with all the rules and regulations which may be promulgated from time to time by the **Property Management Office ("PMO")**, and with all rules and ordinances, laws and executive orders made by the duly constituted local or national authorities regarding the use, occupancy, ownership, maintenance, upkeep and sanitation of their corresponding units and their interest of the common areas.

### **1. BUILDING NAME**

The Building shall be known as "RCBC PLAZA".

### **2. USE OF UNITS**

- 2.1 All of the units, except for the third (3<sup>rd</sup>) and fourth (4<sup>th</sup>) podium shall be used exclusively for office purposes only.
- 2.2 The tenant shall not permit any unlawful act to be committed in or about the unit; it shall not be used for dwelling, or residential purposes.
- 2.3 A Permit to Operate from the PMO shall be obtained by the tenant before the start of operations.

### **3. TENANT INFORMATION**

- 3.1 A copy of the tenant's SEC registration, Incorporation Papers and By-Laws, Secretary's Certificate, Insurance Policies, BIR Registration Certificate, Occupancy Permit, Business Permit, and other permits relevant to its lawful operation in the Building must be submitted to the PMO as part of the requirements for a tenant to secure a Permit to Operate.
- 3.2 After securing the Permit to Operate from the PMO, a Tenant Information Sheet and Emergency Information Sheet shall be filled out by the tenant and submitted to the PMO prior to start of operations. The following information, among others, shall be required from the tenant:
  - 3.2.1 Company Name
  - 3.2.2 Telephone Numbers, Email Addresses, and Fax Numbers
  - 3.2.3 Names of Chief Executive Officer, Administrative Manager and other authorized representatives.
  - 3.2.4 Specimen signature of authorized representatives. Only authorized signatures shall be honored for permit purposes.
  - 3.2.5 Emergency telephone numbers (this will be used in case of an emergency during non-operating hours) and names of contact persons.

- 3.3 The use of identification cards specified in these Rules and Regulations must be strictly observed. Tenant company identification cards should contain full company details and employees' latest colored photograph, and must be of standard size and material.
- 3.4 All tenants, their employees, agents, contractors and guests are subject to the Rules and Regulations of the Building.
- 3.5 The tenants should immediately inform the PMO of any changes in the Tenant Information Sheet and the Emergency Information Sheet.

#### **4. ACCESS AND OPERATING HOURS**

- 4.1 The main lobby entrances of the RCBC Plaza are open daily for all building occupants and their employees.
- 4.2 Tenants may be required to submit pertinent documents of their Service Providers to the PMO.
- 4.3 Office visitors and clients shall be allowed entry 24/7. However, no visitors shall be allowed if not properly identified and acknowledged by person/s to be visited and without prior processing by building security. Person/s not properly identified or covered by an authorization from tenants shall not be allowed entry.
- 4.4 Office visitors and clients must present and deposit a valid Identification Card with their picture, in exchange for a visitor's card at the lobby Reception area. Valid IDs shall be current issues of the following:
  - Passport
  - Driver's license
  - PRC ID
  - School or Company IDs
  - Voters ID, TIN, SSS
  - NBI or Police Clearance

Visitors shall then complete the registration form and shall be provided a building pass for security purposes.

- 4.5 Visitors without a valid ID as mentioned in **4.4** shall only be allowed access upon proper verification and acknowledgment by the person/s to be visited. Visitors shall then complete the registration form and shall be provided a building pass for security purposes.
- 4.6 Access to restricted areas requires prior authorization from the PMO.
- 4.7 All tenants, their employees and visitors must wear and display their valid company identification cards inside the building premises at all times for security and safety reasons.

- 4.8 Access to the building of persons whose presence shall, in the judgment of the Management, be prejudicial to the safety and security of the property or its tenants/occupants shall be denied. These shall include but not be limited to the following:
- 4.8.1 Persons under the influence of alcohol or prohibited drugs
  - 4.8.2 Those deemed by management to be improperly dressed (including those wearing slippers)
  - 4.8.3 Suspicious looking characters
  - 4.8.4 Those observed to be with infectious disease
  - 4.8.5 Insane, demented or emotionally distressed person
  - 4.8.6 Unauthorized vendors and solicitors
  - 4.8.7 Those disregarding building safety and security protocols
  - 4.8.8 Those displaying disruptive or unusual behaviour
- 4.9 Management reserves the right to prohibit all access to the building by sealing off all exit and entry points. During such time, entry may require additional security checks not limited to frisking, body search, identity verification, etc.
- 4.10 Security personnel separately deployed or hired by the tenants shall register with and submit their Duty Detail Order (DDO) to the Building Security and the activities of the same security force shall be directly coordinated with the Building Security. The Management has the right to request from respective tenants replacement or imposition of disciplinary actions to security personnel in breach of the building house rules and regulations.
- 4.11 Firearms and other deadly weapons are not allowed inside the building. These should be declared and deposited to the Security Office for safekeeping and shall be released to the owner upon checking out of the building. Firearm deposit boxes are provided at all main lobby reception desks. Processing of firearms shall be in accordance with the law.
- 4.12 Firearms without corresponding papers and/or carriers without government issued licenses and permits that are detected at the entrances shall be immediately confiscated/turned over to Makati PNP for proper disposition. Undeclared bladed and pointed weapons shall be confiscated and turned over to Makati Police for proper disposition.

## **5. FACILITIES AND AMENITIES OF THE BUILDING**

### **5.1 Elevators**

RCBC Plaza has a total of fifty (50) Mitsubishi elevators, comprising of thirty-nine (39) passenger elevators, three (3) service elevators, four (4) car park elevators serving the parking and podium areas, one (1) executive elevator and one (1) dedicated elevator to the helipad, (1) Auditorium elevator, and (1) elevator for the Museum.

The capacity of the elevators is as follows:

Passenger Elevators - 1600 Kgs (24 Persons)

Car Park Elevators - 1600 Kgs (24 Persons)

Service Elevators - 2000 Kgs

Auditorium elevator-750 Kgs

Proper operation for the Elevators must be observed for the safety of all. Passengers must push only the buttons for the desired floor inside the car. While waiting for the elevator at the hall passengers must push only the desired down or up arrow not both at the same time to avoid prolonging the waiting time.

The operations of elevators are monitored at the Control Monitoring Center (CMC) room through the Elevator Monitoring and Control System (MelEye). In the event of emergencies, passengers can communicate with the CMC officer on duty through the intercom built into the elevator control panel by pressing the alarm button.

## 5.2 Control Monitoring Center (CMC)

The Control Monitoring Center houses the various monitoring and control systems such as the Closed Circuit Television monitors (CCTV), Elevator Monitoring and Control System (MelEye), Door Contact Sensors, Public Address System, Fire Detection and Alarm System (FDAS), Fire Suppression System, Automatic Fire Sprinkler System, and the like. The CMC has been designed to monitor the various important systems of the building from one location. Access is limited to authorized personnel only.

## 5.3 Banking Facility

The ground floor of both towers has been carefully designed as a commercial unit to be occupied by banking institutions to provide banking services.

## 5.4 Lobby Desk

Lobby Desks are located at the main lobby of each tower, manned by receptionists working regular hours to provide assistance to building occupants and visitors. Upon entry to the building, all visitors/guests are required to register at the Lobby Desk for them to be issued visitor cards.

## 5.5 Telecommunication

The building is equipped with CAT-5, CAT-6, and FOC risers, which can accommodate voice and data transmissions. A total of 150 telephone lines have been allocated per floor, to serve the telecommunication needs of the tenants.

Telephone rooms in each tower have been provided to accommodate more service providers should the need arise.

#### 5.6 Emergency Power

A total of seven (7) 2000 kW generator sets controlled by an Automatic Transfer Switch (ATS) have been provided to ensure a 100% emergency power back up during power outages.

#### 5.7 Helipad

A helipad for emergency use is located at the roof deck of the Yuchengco Tower.

#### 5.8 Paging System

Paging service is available for tenants and guests who are in need of calling their drivers in the parking area. The paging station is located at the Lobby Desk of Yuchengco Tower.

#### 5.9 Water Supply

Each tower is provided with a 2,066 cu.m. underground domestic water tank and a 192 cu. m. elevated water tank. Water is distributed with the use of booster pumps that keep the water line full at any given time. Water is being supplied by Manila Water Co. Inc.

#### 5.10 Air Conditioning

The building is provided with a centralized water-cooled air conditioning system that is available during regular working hours. Air conditioning services may be availed beyond the regular working hours, subject to prior request to the PMO. Air conditioning request forms are available at the PMO. The form must be accomplished and signed by the tenant's authorized signatory, and submitted before 5:00 pm from Monday to Friday and before 12:00 pm during Saturday. NO AIR CONDITIONING EXTENSION SHALL BE SERVED WITHOUT APPROVAL FROM PMO. Charges for the air conditioning extensions are determined by PMO and billed separately. A chilled water stub-out is provided for tenants who intend to install a supplementary and/or back-up A/C system. The units shall be provided with monitoring (metering) devices for billing purposes. All cost involved shall be to the tenant's account.

#### 5.11 Other Services

##### 5.11.1 Helpdesk

A helpdesk is provided to serve as a hotline for building services.

## **See Appendix B – HELPDESK PROCEDURES**

### 5.11.2 Security, Maintenance, and Janitorial Services

Security, maintenance and janitorial services are provided with the primary function to serve the common areas of the building. Maintenance services inside the office units can be provided for a fee depending on the availability of the technician on duty.

### 5.11.3 Emergency Maintenance

Emergency maintenance needed inside the office units shall be attended to by available technician/s for troubleshooting and emergency action, if necessary. Repair works inside the office units shall be referred by tenants to their nominated contractors.

### 5.11.4 Mailroom

To provide tenants a systematic and convenient way to handle/receive incoming mails and printed materials, a mailroom for the exclusive use of building tenants is provided at Basement 2 Tower II. Each tenant is provided with one mailbox and is responsible for providing their own lock and key for the assigned compartment. The Mailroom is open from 8:00 a.m. to 5:00 p.m. Mondays to Fridays, not including Holidays, and may only be accessed by the tenant's authorized representative. The Mailroom is manned by a Security personnel responsible in receiving, recording, and dropping the mails into the intended mailboxes. The tenants, however, are solely responsible for checking and clearing out the contents of their assigned mailbox.

## **6. EQUIPMENT / SYSTEM NORMAL OPERATING HOURS**

### 6.1 Air Conditioning System

#### 6.1.1 Operating hours (Office Towers)

7:30 AM to 6:00 PM - Mondays through Fridays except holidays

7:30 AM to 1:00 PM - Saturdays, except holidays

#### 6.1.2 Operating hours (Podium Areas)

6:00 AM to 10:00 PM - Mondays through Saturdays, except Holidays

#### 6.1.3 Upkeep and maintenance – the tenant shall be responsible for the regular maintenance of their respective air distribution system and supplementary equipment within their leased premises.



## 6.2 Elevators

6.2.1 Elevator access to the office floors is 24/7.

6.2.3 Service elevators are operational 24 hours daily.

## 7. SECURITY WITHIN OFFICE UNITS

7.1 The tenant is responsible for the security inside his office unit. He shall also be responsible for the behavior and conduct of his employees, agents, contractors and visitors.

7.2 All security agencies operating within the building must be PNP-SOSIA accredited.

7.3 The PMO shall in no way be liable to the tenant for damages or loss arising from the admission, exclusion or ejection of any person to or from the office unit or the building under the provision of security rules mentioned above.

7.4 The PMO, their representatives and agents are authorized to enter any unit in the building in case of emergencies or indications thereof, whether or not the occupant is inside the unit and even if such entry may cause damage to the said unit. Whenever possible, PMO will attempt to advise the tenant's respective authorized personnel as provided in the Tenant's Emergency Information Sheet (**3.1.5**) prior to entering the premises.

## 8. HEALTH AND SANITATION

8.1 The tenants shall maintain their premises in a clean and sanitary condition and shall at all times conform with the building's waste segregation plans. Other reasonable forms of waste segregation may be advised and adopted from time to time.

8.2 All office units are subject to the periodic inspection by the PMO to verify compliance with health and sanitation guidelines

8.3 Garbage must be segregated at the source. The tenants must provide sufficient segregating receptacles in their leased premises and should store these in areas not visible to the public.

8.4 The PMO is responsible for the collection and disposal of general office waste typical to the day-to-day office operations. These garbage must be segregated according to the following scheme:

**Recyclable / Non-biodegradable** – all items must be dry

Tetra packs, plastic bags, bottles, tin cans, ballpens, ceramics, sachets, cartons, other plastic products

**Non-recyclable / Biodegradable**

Food waste, fruit peels, leaves, wet carton, and wet paper

**Paper Waste** – all items must be dry

Newspapers, magazines, used or shredded papers

**Infectious Waste** – clear yellow heavy duty garbage bags must be used

Used toilet paper, used sanitary pads, used diapers, used sharp objects such as needles and pins, broken glass, contaminated materials used by a sick person

- 8.5 Segregated trash materials are to be sealed in clear plastic trash bags labeled with their company name and brought to the designated garbage bins at the service vestibule. Schedule of garbage disposal is from 12:00 NN to 1:00 PM and 5:00 PM to 9:30 PM daily.
- 8.6 If at any time the tenant’s trash materials for disposal exceed the capacity of the garbage bins, the tenant should contact the PMO for proper handling.
- 8.7 Disposal of waste other than general office waste enumerated above shall be for the account of the Lessee.
- Handling/storing, treatment and disposal of hazardous waste (e.g. expired pharmaceuticals and drugs, aerosol cans, lead-acid batteries, fluorescent bulbs and busted lights/lamp, ballast, paints, thinners, grease waste, waste oil, ink, cartridges, toners) generated by the tenant shall be the tenant’s responsibility. Tenants are required by law to acquire the services of a DENR accredited Pollution Control Officer (PCO) to ensure compliance.
- 8.8 Housekeeping closely monitors garbage being disposed and collects garbage from the service vestibules twice daily from 1:00PM to 3:00PM and from 10:00PM onwards. On the other hand, retail tenants should bring their segregated garbage directly to the garbage room located at basement 2 loading dock.
- 8.9 Only the service elevator shall be utilized for transporting garbage from the office unit to the designated garbage room at basement 2. The use of the passenger elevator for this purpose is strictly prohibited.
- 8.10 The tenant shall be responsible in ensuring that the contents of trash receptacles for disposal do not contain items of value. The PMO including security, janitorial and maintenance contractors will not be responsible for losses of this nature.
- 8.11 No animals shall be brought into the building or its premises excepting those required by their owners for disability assistance.

## **9. PEST CONTROL**

The PMO shall hire an exclusive contractor to undertake the periodic pest control treatment of the common areas and office units and will have in place a LEED-compliant Integrated Pest Management (IPM) that aims to use least toxic chemicals or nonchemical approaches in eliminating pests with the least possible hazard to building occupants, property, and environment. Tenants are required to acquire the services of the contractor hired by the PMO. They shall be informed in advance of the scheduled pest control to ensure proper treatment. The objective is to prevent and eradicate bugs, vermin, and rats, ants, insects and other pests inside the office units and in the common areas.

- 9.1 The PMO may allow its pest control contractor's authorized representative/s to enter any unit at reasonable hours of the day and with prior coordination with the occupants/tenants for pest inspection and to undertake preventive measures to control or exterminate pests.
- 9.2 Pest control services throughout the building will be done by a single contractor hired by the PMO. Office and Retail tenants should program regular pest treatment on a monthly basis or as needed and as recommended by the pest control contractor and costs shall be for the sole account of the tenants.
- 9.2 Pest control contractor will conduct routine inspection of tenant's premises and will work with their representative in applying compliant practices suitable to the present condition of their offices. The contractor will submit a report of all relevant activities, evaluation on each tenant's premises to the Property Management Office to ensure that the IPM is in place and functioning as intended.

## **10. FOOD / BEVERAGE AND SMOKING**

- 10.1 Eating is prohibited along the corridors, elevators, elevator lobbies, common areas, limited common areas, stairwells, and comfort rooms.
- 10.2 Smoking is prohibited within the building except on the areas designated by the PMO. Any person caught smoking outside the designated areas shall be fined.
- 10.3 Ash & trash bins are provided at designated smoking areas. Any person caught littering shall be issued a warning and may be fined for every repeated violation.

## **11. FIRE SAFETY**

### **See also Appendix A – Building Emergency Protocols**

#### **11.1 Fire Exits**

Fire exit plans are posted in every floor of the building. It is important that tenants and occupants of the building be familiar with the location of fire exits.

The fire exit stairwells are equipped with pressurization fans, fire rated doors with panic bars and self-closing devices, intercom and public address system. The doors are equipped with intrusion contact points that are monitored by the security panel, thus using the stairwell for any purpose other than evacuation will trigger the alarm in the CMC. The doors can only be opened from the corridor to the stairwell, and cannot be accessed from the opposite side. Unless there is an emergency situation, the Emergency Fire Exits shall be OFF LIMITS to all persons.

11.1.1 The building's fire exits are properly identified and marked by illuminated signs.

11.1.2 Fire exits doors and elevator lobbies are not to be obstructed with any objects, furniture or structures.

11.1.3 The fire stairs passageway shall not be used for storage.

11.1.4 Tenants occupying an entire floor must ensure that the layout of furniture and files does not obstruct the way to the fire exit door. The Property Management Office reserves the right to inspect and require relocation of furniture and files.

11.1.5 The sidewalks, entrance passages, corridors, stairways, and elevators of the building shall not be obstructed.

## 11.2 Fire Detection and Protection Devices

Each floor is equipped with smoke detectors designed to activate at specified smoke density. These devices are linked to the building's Fire Alarm & Detection System (FDAS) centrally monitored at the CMC.

11.2.1 Two (2) fire hose cabinets strategically located at each floor are provided for use in case of emergency.

11.2.2 Tenants must secure the services of PMO accredited fire protection and FDAS contractors for any maintenance, repairs, adjustments, and/or installation of additional smoke detectors and/or sprinklers, which shall be for the sole account of the tenant.

11.2.3 Fire sprinklers, smoke detectors and manual pull stations within the office unit and in the common areas of the building must not be tampered with.

11.2.4 Retail tenants must engage the services of a specialized contractor for the maintenance of their kitchen fire suppression system.

### 11.3 Fire Drills

11.3.1 Attendance and participation in fire prevention or fire fighting seminars and actual fire drills are required for all tenants' personnel. The tenant shall designate a floor captain with whom the Property Management Office will coordinate all fire drill activities.

11.3.2 Tenants who participate in the drill will be issued a Fire Drill Participation Certificate by the Property Management Office required for securing a Fire Safety Inspection Certificate (FSIC) from the Bureau of Fire Protection.

### 11.4 Fire Safety Inspection

11.4.1 The Property Management Office may conduct inspections of the tenant's premises to ensure compliance with fire safety standards. Tenants are required to comply with the items noted in the inspection report.

11.4.2 The Property Management Office may engage the services of accredited Life and Fire Safety consultants to validate compliance in the premises of the building. Tenants shall be charged a proportionate share for the costs of these services. All occupants must comply with all the requirements of the Life and Fire Safety Regulations.

11.4.3 Tenants are required to obtain an Annual Fire Safety Inspection Certificate from the Bureau of Fire Protection.

### 11.5 Fire Extinguishers

The tenant shall provide and install a minimum of 10-pound ABC type fire extinguisher for every 50 sq.m. area of leased space and strategically located in accordance with Fire Code standards. Fire Extinguishers shall be maintained/refilled by the tenant whenever necessary and shall be made available for every inspection.

11.5.1 The Property Management Office has the right to inspect or require respective tenants to install and update fire extinguishers inside the unit.

### 11.6 Fire Safety Rules

To reduce the occurrence of fire, the following guidelines must be covered:

11.6.1 Cooking in any form is prohibited in non-food spaces and common areas. Only electrical heating pots are permitted. The use of electric, gas or open burner or any appliance of similar type is prohibited.

11.6.2 All electrical equipment/appliances (except for data banks) are to be disconnected before leaving the office premises.

- 11.6.3 There should be a minimum clearance of 0.8 meter between the ceiling and any furniture or material stored within the office unit.
- 11.6.4 No explosives or inflammable materials shall be stored in any part of the office unit.
- 11.6.5 Circuit breakers and electrical panels must always be conveniently located for easy reach and observation.
- 11.6.6 Octopus connections, open junction boxes, dangling wires, exposed wiring or other conditions that may cause electrical troubles are strictly prohibited.
- 11.6.7 Electrical cords should not pass under rugs or carpets.
- 11.6.8 Electrical extension cords must not be used as permanent power supply.
- 11.6.9 Defective wiring and electrical equipment must not be used and should be replaced or repaired immediately.
- 11.6.10 All electrical works within the leased premises are subject to the approval of the Property Management Office. Combustible materials are to be kept as far as possible from lighting and other electrical fixtures.
- 11.6.11 For occasions where balloons and catering service will be brought inside the office units. Balloons should not be placed nearby electrical fixtures and should also be compressed air filled, while gel-type warmers may only be used for chafing dishes.

## 11.7 Doors

- 11.7.1 No additional locks or bolts of any kind shall be installed on any of the doors of the premises without the consent of the PMO.
- 11.7.2 All entrance and exit doors in the office premises shall be locked by the tenant when not in use.

## **12. NOISE AND OTHER POLLUTANTS**

The tenants should see to it that their areas are free from annoying sounds, disturbing noises, foul odours and other audio visual disturbances. Office units are to be used in a manner that will not disturb the peace and tranquility of the building and its occupants.

## **13. VENDORS**

All types of vendors, peddlers or solicitors are prohibited from entering the building. Tenants are advised to immediately inform the PMO of such individuals' presence.

## **14. DISCIPLINE OF TENANT'S PERSONNEL**

Tenant shall be responsible for the behavior of their employees, contractual personnel, agents and visitors. The following actions/activities are strictly prohibited in any part of the building, common areas, and leased premises:

- 14.1 Possession and/or being under the influence of prohibited drugs;
- 14.2 Possession of deadly weapons or explosives;
- 14.3 Gambling in any form;
- 14.4 Lewd, indecent, scandalous conduct;
- 14.5 Acts that may inflict harm on other persons;
- 14.6 Unauthorized entry to restricted areas;
- 14.7 Refusal to cooperate with security and safety procedures;
- 14.8 Damage to building property; vandalism;
- 14.9 Loitering within the building premises;
- 14.10 Littering and spitting
- 14.11 Smoking in areas other than the designated smoking area of the building
- 14.12 Any other activities, which the Property Management Office may deem to be unacceptable and detrimental to the cleanliness, peace, order and safety of the building and its occupants.

Any violation shall incur a penalty amounting to Php 5,000.00.

## **15. COMMON AREAS**

The common area (except limited common areas) shall not be appropriated for the exclusive use or benefit of any particular office unit or tenant. Common areas shall be free from any obstruction at all times. No furniture/equipment/garbage, etc. by any tenant shall be allowed in these areas. Janitorial or cleaning equipment is allowed in these areas only during cleaning activities and for a limited time. It shall not be used as storage by any lessee or any service provider in contract with the RCBC Realty.

### **15.1 Guidelines On Use**

- 15.1.1 The use of any common area for social functions and other activities requires prior written approval from PMO.
- 15.1.2 Upkeep and repair of the common areas of the building will be maintained by the PMO. However, if a whole floor is leased by a single tenant, the toilet facilities and hallways or corridors on such floor are to be maintained by the tenant at his sole account and expense, provided that the activities are approved and adhere strictly to the building's maintenance and operating standards.
- 15.1.3 Connecting to the common area utilities without the approval of the Property Management Office is prohibited. The tenant shall be charged for

utilities consumption and other related expenses as a result of the use of the common area facility.

15.1.4 Any damage resulting from the improper use of the common area shall be for the account of the tenant. The original condition of the area must be restored within 3 days. In the event that no repair is done within 3 days, the PMO shall hire the services of a qualified contractor and charge the cost of repair to the tenant.

## 15.2 Comfort Rooms

15.2.1 Proper use and sanitation shall be observed at all times. The tenant is requested to instruct their employees, agents, and guests to keep the comfort room clean, orderly and sanitary.

15.2.2 Storing items that pose risks to the life of others, the safety of the building or will hinder proper maintenance of the comfort rooms will not be allowed.

15.2.3 The comfort rooms shall be used only for the purpose for which they are intended. Washing of dishes / clothes and bathing is strictly prohibited. It shall not be used as pantry or dining area.

15.2.4 If the tenant has exclusive rights to the common comfort rooms on the floor (as in the case of whole floor tenant) he shall be responsible for the maintenance and cleanliness of the whole area.

15.2.5 All toilet facilities shall be maintained in the same way it was turned over to the tenant. The PMO recommends that the tenant hire the services of a janitorial agency to ensure the cleanliness of the comfort rooms.

15.2.6 Should any portion of the comfort rooms be damaged due to the fault or negligence of the tenant, their employees, agents, and guests, the tenant shall shoulder the cost and expenses of any repairs.

## 15.3 Elevators

15.3.1 The passenger elevators are to be exclusively used for the transport of building occupants, their employees and guests.

15.3.2 Proper elevator etiquette shall be observed at all times.

15.3.3 For cargo/transport purposes (transferring of office equipment and machines, supplies, construction materials, etc.), and access of contractors, the designated service elevator shall be used.



15.3.4 It is strictly prohibited to tamper with the buttons or switches, lights, doors, wall speakers and other devices found inside the elevator. Any damage caused to the elevator shall be borne by the concerned tenant.

#### 15.4 Hallways, Emergency Exits and Stairwells

15.4.1 All entrances, exits, emergency exits, hallways, passages, stairwells, lobbies must be free from and clear of obstruction, restriction or hindrance at all times. Tables, chairs and other obstructing materials are not to be placed in any part of the common areas.

15.4.2 All emergency/fire exit doors must be kept closed at all times.

15.4.3 Fire Exit doors are equipped with door contact alarm mechanisms. Unauthorized use may result in penalties being applied.

15.4.4 Loitering is strictly prohibited in the lobbies, hallways and fire exit stairwells.

15.4.5 Unauthorized assembly is not allowed.

#### 15.5 Utility/Machine Rooms

15.5.1 Electrical and telephone panel boards shall always be accessible. No obstruction (especially combustible material) of any kind should be placed inside or outside the panel boards.

15.5.2 Access to electrical/meter rooms, telephone rooms, machine rooms, maintenance rooms, etc. is provided only when accompanied by PMO authorized personnel with the corresponding approved Utility Access Form.

15.5.3 No drilling works shall be allowed inside the utility rooms.

### **16. SIGNS AND ADVERTISEMENT, ETC.**

The tenant shall not affix, paint or put up any name, trade name, logo, notice, sign or other advertising medium or paraphernalia on any part of the common areas of the building including the circulation or distribution thereof within the premises without the permission of the PMO, except in the following cases:

16.1 Listing in the floor's directory to be prepared and posted by the PMO.

16.2 Display of its logo (or corporate name) within the office unit.

## **17. PHOTO AND VIDEO RECORDING**

No video recording, photography or playing of audio-visual or stereo in the common areas of the building shall be allowed without prior written permission of the PMO.

All approved video recording or photo shoots for commercial and/or personal use will be subject to corresponding fees covered by a contract through the PMO.

## **18. CONSTRUCTION AND ALTERATIONS WITHIN OFFICE UNITS (See also Fit-out Guidelines)**

18.1 No additions, alterations or modification work can be done in a unit without the written approval of the PMO. The PMO shall be advised whenever construction work or servicing shall be undertaken within the premises.

18.2 Prior to the approval, the tenant is required to submit to the PMO the plans, specifications and other pertinent documents for the construction or repair works.

18.3 The tenant is responsible for hiring his own security guard/s, janitor/s, a Safety Officer 1 (SO1) or Safety Officer 2 (SO2) whichever is applicable, and a certified First Aider for the duration of construction/alteration of the office unit. The tenant shall also provide a designated firewatcher whenever fire protection devices are impaired.

18.4 Prior to the start of work, the tenant or its duly authorized representative shall secure from the PMO a Work Permit, which includes the list of workers pursuant to Section 21, and a certification that all workers have undergone the 8-hour DOLE-mandated OSH Orientation for Workers.

18.5 The tenant is responsible for updating the submitted list of workers. Any worker who is not included in the list will be denied entry to the building. Entry shall be through Gate 4 (Loading Dock).

18.6 Tenants with outstanding accounts (assessment dues, utility charges, etc.) with the PMO will not be allowed to proceed with any work until such accounts have been updated. Clearance from PMO will be required.

The PMO reserves the right to disconnect the utility lines in case the tenant and/or his representative fail to settle the outstanding account in the given time frame for settlement.

18.7 Construction workers shall be properly supervised by the tenant's authorized representative to prevent loss or damage in the building.

18.8 Tenants performing construction or repair work shall compensate other tenants or any person for any loss, damage or injury caused directly or indirectly by their workers.

18.9 The tenant shall be responsible in ensuring that the provisions of the House Rules and Regulations and Fit-Out Guidelines are observed by their contractors and suppliers.

## **19. CONSTRUCTION WORK SCHEDULE (See also Fit-out Guidelines)**

19.1 Schedule of works that may obstruct or disturb the operations of the building and its occupants shall only be done from 7:00 p.m. to 6:00 a.m. on weekdays, and on weekends from 1:00 p.m. of Saturday to 6:00 a.m. of Monday; and shall require prior approval from the PMO. Such approval can be given upon consultation with neighboring tenants. In the event that the parties fail to agree on an acceptable work schedule, final decision shall be at the PMO's discretion taking into account the reasonable concerns of all parties.

Works that may obstruct or disturb operations include, but are not limited to:

- noisy works (drilling, grinding, hammering, etc.)
- welding
- demolition
- pest control (spraying, fogging, etc.)
- fixing into solid walls / slabs

Works where fumes are retained after the implementation shall only be done between 1:00 p.m. of Saturdays to 6:00 p.m. of Sundays or as per PMO's approved schedule. These works include but are not limited to:

- Painting works emitting obnoxious smell
- Works using adhesive with obnoxious smell
- Varnishing
- Waterproofing

19.2 Other works that will not obstruct, disturb the operations, or endanger the safety of the building and its occupants such as minor civil, electrical, mechanical works may be conducted at all times.

19.3 Costs incurred as a result of works requiring access to other tenants' leased premises shall be for the account of the tenant performing the construction/repair works.

## **20. RESTRICTIONS FOR CONSTRUCTION WORKERS (See also Fit-out Guidelines)**

20.1 It is the responsibility of the tenant to inform their contractors, suppliers and agents that these rules must be observed. Violators shall be restricted from entering, ejected or banned from the building. The restrictions include, but are not limited to:

20.1.1 Smoking

20.1.2 Drinking of liquor

- 20.1.3 Stay-in or sleeping overnights
- 20.1.4 Cooking
- 20.1.5 Gambling
- 20.1.6 Bathing
- 20.1.7 Loitering
- 20.1.8 Wearing of slippers, undershirts and shorts
- 20.1.9 Improper sanitation
- 20.1.10 Use of common area toilets

The PMO Security personnel may confiscate cigarettes, lighters/matches, dangerous weapons, liquors and gambling materials belonging to construction workers and suppliers.

## **21. THE WORK PERMIT**

An approved WORK PERMIT must be secured by the Tenant from the PMO prior to performing any works within the leased premises.

- 21.1 The Work Permit form is required by the PMO to ensure the security and safety of the building.
- 21.2 An approved Work Permit must be secured from the PMO at least two (2) working days prior to intended schedule of works.
- 21.3 No work or activity by the tenants shall be allowed without a Work Permit duly signed by the PMO.
- 21.4 For the Work Permit to be approved, the following should be taken note of:
  - 21.4.1 The form should be completely and properly filled up by the tenant or his authorized representative.
  - 21.4.2 Whenever applicable, the tenant must submit together with the Work Permit an accomplished Pre-Task Planning Work Sheet and/or Safety Program.
  - 21.4.3 Only forms signed by the tenant's authorized signatories shall be honored by the PMO.
  - 21.4.4 For electrical works, there must be at least two (2) workers at any given time.
  - 21.4.5 For works that may risk activation of the FDAS, such as but not limited to dusty works, misting, and other smoke-emitting works, Permit for Impairment portion of the Work Permit must be filled out and its approval secured from the PMO at least (2) days prior to start of works.

- 21.5 All conditions by the PMO attached to the Work Permit must be taken note of and complied with.
- 21.6 The PMO shall be furnished with a list of all construction workers' names.
- 21.7 Construction workers will not be allowed to enter the building without the proper working uniforms and company identification cards. Slippers, shorts and undershirts are not allowed and strict adherences to safety procedures are required.
- 21.8 Construction workers with approved work permit must first report to the Engineering Office for each day of deployment prior to proceeding to their work area.
- 21.9 The PMO reserves the right to order work stoppage when violations in the House Rules and Regulations and Fit-out Guidelines are committed.

## **22. DELIVERY**

- 22.1 All delivery vans/trucks/motorcycles must proceed to the Loading Dock at Basement 2, where a designated delivery parking area has been provided. Delivery personnel/couriers shall proceed to the service elevators to bring them to their designated floor.
  - 22.2 The tenant is required to secure a GATE PASS from the Property Management Office whenever there is a delivery for large items that cannot be hand-carried by one person and for items that may obstruct the normal flow of traffic in the building. Such items include, but are not limited to:
    - 22.2.1 Office furniture & equipment
    - 22.2.2 Voluminous office supplies
    - 22.2.3 Catering equipment & food deliveries
    - 22.2.4 Construction materials (plywood, hollow blocks, gravel, sand, cement, GI sheets, T-runners, etc.)
    - 22.2.5 Construction equipment
- Delivery of voluminous items may only be done from 6:00 PM to 6:00 AM, unless there is prior written approval from the PMO. (See also Fit-out Guidelines).
- 22.3 Walk-in delivery personnel may proceed to the Office tower reception for processing.
  - 22.4 All deliveries must be brought straight to the office unit or construction area. The Building Security will not receive any deliveries. A representative from the tenant must receive the delivery.

## **23. PULL-OUT**

23.1 The tenant is required to secure a GATE PASS from the PMO whenever there is a pullout of large items that cannot be hand-carried by one person, of items that may be considered as company property, and of items that may obstruct the normal flow of people in the building.

Such items include, but are not limited to:

23.1.1 Office furniture & equipment

23.1.2 Catering equipment

23.1.3 Construction materials (plywood, hollow blocks, gravel, sand, cement, GI sheets, T-runners, construction debris, etc.)

23.1.4 Construction equipment

Pull-out of voluminous items may only be done from 6:00 PM to 6:00 AM unless there is prior written arrangement from the Administration.

23.2 All construction debris must be hauled-out every night to avoid accumulation.

23.3 For safety reasons, the tenant must submit specimen signatures of their authorized representative for the security of their property. PMO reserves the right to disapprove any pull-out if the signature was different from the specimen signature.

23.4 For safety and security reasons, PMO and its representatives reserve the right to validate identities of tenants/occupants pulling out portable office items and/or equipment without the necessary gate pass.

23.5 The PMO accepts no liability in relation to the enforcement of the gate pass policy. (For fit-out contractors and suppliers, refer also to Fit-out Guidelines).

## **24. THE GATE PASS**

An approved GATE PASS must be secured by the Tenant from the PMO prior to any delivery or pull out of items to/from the leased premises as specified under **22.2** and **23.1**

24.1 Gate Passes shall be submitted to the PMO for approval between 8:30 a.m. and 4:00 p.m. Mondays to Fridays, not including Holidays.

24.2 Admissible Gate Passes received between 8:30 a.m. and 12:00pm shall be released between 1:00 p.m. and 2:00 p.m., while Gate Passes received between 12:00 p.m. and 4:00 p.m. shall be released by the PMO between 4:30 p.m. and 5:30 p.m. of the same day.

24.3 Gate Passes without a specified date of use shall be valid within three (3) days from approved date by the PMO.

- 24.4 No delivery or pull out shall be allowed without a Gate Pass duly signed by the PMO.
- 24.5 For the Gate Pass to be approved, the following should be taken note of:
  - 24.5.1 The form should be completely and properly filled up by the tenant.
  - 24.5.2 Only forms signed by the tenant's authorized signatories shall be honored by the PMO.
- 24.6 Tenants who have contracted suppliers conducting regular delivery of office and pantry supplies to their leased premises may submit to the PMO a Blanket Gate Pass containing the supplier's company name, authorized personnel to access the premises, vehicle details, and validity period of the blanket gate pass.
  - 24.6.1 The form should be completely and properly filled up by the tenant and duly signed by the tenant's authorized signatory.
  - 24.6.2 The tenant shall be responsible in formally notifying the PMO of any changes to the information provided in the approved form that may take place within the indicated validity period.
- 24.7 The authorized personnel performing the delivery/pullout must at all times bear and present a copy of the approved gate pass/blanket gate pass.

## **25. UPKEEP AND REPAIR OF UNITS**

- 25.1 The upkeep and repair of each unit shall be the responsibility and for the account of the Lessee. He shall maintain his unit in good condition and in such a manner that will not be prejudicial to the other units.
  - 25.1.1 The Lessee shall be responsible for all damages to any other tenant or to the common areas resulting from his failure to effect proper upkeep, maintenance and repairs.
  - 25.1.2 Water leaks must be repaired immediately.
- 25.2 All office tenants with wet pantries must maintain their grease traps regularly in a manner consistent with the PMO guidelines.
- 25.3 All retail tenants must regularly maintain their kitchen equipment and facilities including, but not limited to, the following:
  - 25.3.1 grease traps
  - 25.3.2 gas line
  - 25.3.3 water fixtures

- 25.3.4 floor drains
- 25.3.5 exhaust system (kitchen hoods, ducts, etc.)
- 25.3.6 electrical panel
- 25.3.7 FDASystem
- 25.3.8 automatic kitchen fire suppression system
- 25.3.9 chilled water lines, where applicable

PMO Engineering will conduct a periodic inspection of the tenant's kitchen equipment and facilities.

- 25.4 PMO reserves the right to implement procedures or improvements involving security & safety.
- 25.5 The Lessee shall also be responsible for promptly reporting to the Property Management Office any defect or needed repairs at the common areas of the building.
- 25.6 Repair works including, but not limited to electrical lights, PABX telephones, wiring, electrical installations, plumbing and carpentry must have prior approval from the Property Management Office. Lessee shall be responsible for the proper supervision of their own maintenance personnel for such replacement or repair works.
- 25.7 All repair works should be done at a time that will cause minimum disruption and subject to approval of PMO.
- 25.8 Emergency repairs may be done during operating hours in any of the following cases:
  - 25.8.1 Delay of repair will pose a threat to life or affect the safety of the building and its occupants.
  - 25.8.2 Delay of repair will endanger the security of the office unit.
  - 25.8.3 Repairs will not affect or disturb the other building occupants.
- 25.9 Damage caused by the Tenant, his employee, contractor, agent or guest, will be charged to the Tenant's account.
- 25.10 The tenant, especially retail tenants, should make sure that all utilities and equipment are shut off whenever the premises are left unattended.
  - 25.10.1 In case of negligence or carelessness, the tenant shall take full responsibility for all physical injuries or damages to property sustained by the unit or of third parties.



- 25.11 Building personnel, in their personal capacity, are not allowed to render their services to tenants.
- 25.12 Tenants are required to submit every two years a test result report from Energy Regulatory Commission (ERC) for the electric meters they are using. This is to determine that the meter is still within +/- 2% error margin.
- 25.13 Any electric meter found to be in error of the +/- 2% margin must immediately be recalibrated at the tenant's own expense, otherwise, a penalty amounting to 15% of the average monthly consumption for the last 3 months will be imposed for violation of paragraph 24.10.
- 25.14 Electric meters, water meters, and chilled water meters found to be defective and/or giving erroneous readings must be repaired or replaced by the tenant with the same brand or approved equal by the PMO within one (1) month upon receipt of notice from the PMO. Otherwise, PMO will bill the tenant based on a flat rate equivalent to the average monthly consumption of the last 3 months plus a 15% penalty. Said penalty shall increase by a further 15% for every month of delay in replacing the defective meter.
- 25.15 The PMO reserves the right to replace defective meters, the cost of which inclusive of penalties and administrative fees shall be charged to the tenant's account.

## **26. TRANSFER OF FURNITURE AND EQUIPMENT**

- 26.1 The PMO reserves the right to prescribe the weight and position of safes and other objects of excessive weight. No safes or other objects, the weight of which exceeds the design load for the area upon which it will be placed shall be allowed movement. Tenants shall get structural clearance from R.S. Caparros & Associates. Vetting fees shall be for the tenant's accounts.
- 26.2 The tenant must first secure the approval of the PMO through the Technical Manager prior to any transfer, delivery or installation of such heavy objects or equipment.

## **27. OFFICE AND COMMUNICATION EQUIPMENT**

In no case, shall a machine, appliance or any other equipment be placed or operated in such a manner that could disturb other occupants.

## **28. INCOMING TENANTS**

- 28.1 Tenants who are to occupy a newly vacated office unit must conform to all House Rules and Regulations set forth by the PMO. Tenant's authorized representative must ensure that all their employees are properly oriented and compliant with the Building's House Rules and Regulations.

28.2 Incoming occupants must inform the PMO of any scheduled move-in activity.

## **29. OUTGOING TENANTS**

29.1 Tenants who are to vacate their area shall be allowed to pull-out their property only upon clearance from the PMO.

29.2 Maximum fire and safety precautionary measures must be observed during the pull-out.

29.3 Highly combustible materials (files, paper, office supplies, etc.) must be pulled-out first.

29.4 Posters indicating the outgoing tenants forwarding address shall be subject to the PMO approval. Upon termination of lease, all incoming mail shall no longer be accepted by building personnel.

29.5 Items to be pulled out may be subject to security inspection.

29.6 The vacated premises must be left clean and free of any garbage and odour. All materials that may endanger the life and safety of the Tenants in the building must be removed. Otherwise, the PMO shall hire the services of a cleaning contractor and charge the cost to the tenants.

29.7 Unless otherwise approved by the PMO, the pull-out shall be done during non-operating hours.

29.8 The PMO reserves the right to put the pull-out on hold should any of the above requirements or other House Rules are violated and/or if the tenant is in default or has an outstanding financial obligations to the Lessor.

## **30. THE MEMORANDUM**

The memorandum form is a basic instrument used by the PMO to correspond with the building occupants. It may indicate any of the following:

30.1 Any observations noted on the occupied office unit and/or its operations

30.2 Any requirement set by the PMO

30.3 Any information which has to be disseminated to Tenants.

## **31. MAINTENANCE FEES AND OTHER CHARGES**

31.1 All Tenants shall be proportionately liable for the common area expenses. Common area expenses include, but are not limited to;

- 31.1.1 Regular and recurring maintenance;
- 31.1.2 Ordinary repairs;
- 31.1.3 Utilities;
- 31.1.4 Fees/salaries of managerial, legal, accounting, engineering and other professional or technical services;
- 31.1.5 Cost of any other materials, supplies, furnishings and fixtures, as well as labour services.

31.2 Maintenance Fees shall be billed on a monthly basis in advance and are payable within ten (10) days from date of statement.

31.3 Electricity, water and other charges shall be billed on a monthly basis and are payable within ten (10) days from receipt of billing.

31.4 The PMO reserves the right to disconnect all utilities in the event of non-payment of Maintenance Fees, utilities consumption, and other charges.

## **32. SEMINARS AND DRILLS**

The Tenants or any authorized representative must attend and participate in all seminars and drills organized or conducted by the PMO regarding contingency plans to be implemented in the case of any major emergency such as fire, earthquakes, etc.

## **33. PARKING (See Appendix C – Parking Rules and Regulations)**

The RCBC Plaza operates seven (7) basement parking levels marked B1, B2, B3, B4, B5, B6 and B7 which can accommodate a total of 1,659 vehicles intended as parking space for building tenants, unit owners and visitors.

## **34. EMERGENCIES**

Report all emergency situations, bomb threats, fires, etc. to the Security Office.

All tenants who are not operating 24 hours a day must submit to PMO a list of at least (3) three contact persons and their telephone/mobile phone numbers to be used in case of emergency where access to tenant's premises is needed. In case of failure to reach the emergency contacts, the PMO may enter the premises forcibly.

## **35. INSURANCE**

As provided in the Lease Agreement, Tenants are required to carry their liability and property damage insurance covering the interior of their individual units and their personal and company property. The tenant shall maintain at its sole expense the required insurances at all times. Copies of the policies shall be submitted to the PMO.

## **36. INSPECTION**

The PMO reserves the right to enter the premises during office hours to conduct regular inspections and shall be done in the presence of the tenant's representative.

## **37. GENERAL PROVISIONS**

- 37.1 The PMO exists for the purpose, among others, of assisting the unit owner and occupants of the building. Neither Lessor nor any personnel, employee or representative of the Lessor, including the Property Manager appointed by the Lessor and its staff (collectively, "Lessor") shall, in the performance of their duties, be liable to tenants or their officers, employees, agents or guests, or to any other person, for any of its/their act or omission. Tenants shall hold the Lessor free and harmless against any and all loss, damage, cost, claim or expense which the tenant may sustain or incur by reason of any demand, suit, claim or assertion of wrong doing, error or negligence made by any person or entity against the tenant involving or arising out of the performance by the Lessor of its duties.
- 37.2 The General security of any and all parts of the building and all its parts, including Common Areas, is the primary responsibility of the PMO. The security measures implemented by the PMO, including the deployment of security personnel, is only for purposes of assisting the Tenants in their respective responsibilities of securing their leased premises, including the common areas pertaining only to the said leased premises.
- 37.3 It is the sole responsibility of the Tenants to ensure the safety, security, sanitation, cleanliness and peace and order of their respective individual units, including the common areas pertaining only to said units or a cluster of units, subject to provisions of the law, Master Deed with Deed of Restrictions, Construction Guidelines, this House Rules and Regulations, as well as other rules or guidelines which may be adopted from time to time by the PMO.
- 37.4 The PMO or any of its duly authorized representative or agent may, for reasonable cause, deny entry of any person into the building.
- 37.5 It is the sole responsibility of the Tenant to ensure the proper dissemination of all the guidelines, and rules and regulations, which presently exist or which may be adapted from time to time, to all their officers, employees, agents, contractors, suppliers or guests for the effective enforcement thereof.

## **38. MISCELLANEOUS**

- 38.1 Should the PMO be compelled to seek judicial relief against any tenant, the tenant shall pay for all costs of litigation and a reasonable attorney's fee.***

**38.2 Maintenance Fees, insurance, realty tax and other special assessments and other charges, shall be paid on or before given deadline date. In the event of failure to pay on time, the PMO reserves the right to initiate disconnection of facilities within the unit immediately, without any need for advance notice. The PMO shall exercise judiciously the prerogative. Reconnection of facilities to the unit/s shall be effected only upon payment of all arrears, interest and penalties caused by delinquency of the occupant. Should there be a need to employ the services of a lawyer and/or consultant; the Tenant shall pay for all costs and expenses incurred including that of the PMO.**

**38.3 \*\*\*The remedies herein granted to the Lessor shall be in addition to those provided for in all applicable Laws, the Articles of Incorporation, By-Laws and Master Deed with Declaration of Restrictions. \*\*\*\***

## **39. OTHERS**

- 39.1 Violations of and or non-compliance with the above guidelines and all other guidelines set by the PMO shall be duly noted in the Tenancy Review, and may constitute grounds for non-renewal of the occupant's lease contract or penalty on the part of the tenant.
- 39.2 Complaints regarding the service of the building or utility defects should be made in writing to the Property Management Office.
- 39.3 The Property Management Office has the right to file an action to enforce the House Rules and Regulations, and the party violating these rules shall pay for the cost of litigation and reasonable attorney's fee which shall in no case be less than PhP 25,000.00 per contract.
- 39.4 Regular maintenance fees and other charges shall be paid on time. The party violating this rule shall pay all cost and expenses of collection including attorney's fee of 25% of the amount that shall in no case be less than PhP 25,000.00 per contract.
- 39.5 All Tenants and those in their employ shall comply with the rules and regulations, ordinances and laws made by other duly constituted local or national authorities regarding the use, occupancy and sanitation of the building. Any consent or approval given under these rules and regulations may be added to, amended or repealed at any time by the PMO.

## **40. PENALTIES**

A violation of any of the provisions of the House Rules and Regulations shall result in the imposition by the PMO of a written warning or a penalty amounting to PhP 5,000.00 on the tenant responsible. In the event the act constituting the violation is repeated or continues for a certain period of time, the penalty shall be imposed for each repeated

violation or for each day falling within the said period of time. The penalty referred to herein shall be without prejudice to such other relief such as abatement, which may be sought and prayed for, in any legal or administrative proceeding.

**41. AMENDMENTS**

41.1 These HOUSE RULES AND REGULATIONS may be amended from time to time by the Property Management Office.

41.2 Amendments or additions to the House Rules and Regulations shall take effect on the date designated by the PMO.

**42. SEPARABILITY**


The invalidity of any provisions of these HOUSE RULES shall not in any manner affect the validity or enforceability of the rest of the provisions.

**43. EFFECTIVITY**

**These House Rules and Regulations shall take effect upon the start of the office project.**

This manual has been reviewed and amended by the Property Management Office this \_\_\_ day of February 2021.

**APPROVED:**

  
\_\_\_\_\_  
**Ms. Marjorie Go-Abot**  
General Manager  
RCBC Plaza

## ***Appendix A - " BUILDING EMERGENCY PROTOCOLS"***

### **TENANT'S FIRE BRIGADE**

Tenants, especially those employing at least fifty (50) persons, must establish an organization of Fire Brigade to deal with fire and other emergencies within their leased premises. The organization of the Fire Brigade shall be such that the members are on duty or on call at all times.

The Fire Brigade should consist of the following:

#### **Floor Captain**

- Shall ensure that the Building's Fire Prevention Program is being implemented, followed and observed by its members.
- Shall be responsible for the complete attendance of all members of his group and shall advise the coordinator for immediate replacement in case of transfer, resignation, or dismissal.
- Shall see to it that all members will participate in the conduct of scheduled trainings/seminars.
- Shall closely coordinate with the Building's Fire Brigade Chief particularly when in need of assistance.
- Shall direct the actual supervision of firefighting and services activities within his area.
- Shall ensure that all members of his group are aware of the emergency and are properly positioned according to their assigned tasks.
- Shall ensure that his area is clear of everyone except those actually engaged or involved in the fire fighting and evacuation operation.
- Shall be prepared to summon or to be summoned for assistance needed by other Floor Captains as directed by the Fire Brigade Chief
- Shall ensure that immediate help is available and the Fire Brigade Chief is informed of the fire and its present progress.
- Shall be responsible for the after-fire housekeeping activities in case if fire extinguishers and hoses are not returned to their proper places.

#### **Fire Extinguisher Team**

- Shall be the first group to attack the fire using the available portable fire extinguishers within their area.
- Shall summon the assistance of the Building's Emergency Response Team when they could not control the fire
- Shall ensure that all fire extinguishers within the area are operational at all times.

#### **Rescue Team**

- Shall conduct search and rescue operations
- Shall ensure that all places within their office premises had been checked for persons who might be left behind
- Shall coordinate with medical services for the conduct of first aid services to rescued persons
- Shall conduct the searching of all premises for possible persons who might be inside
- Shall perform rescue operations and conduct first aid if necessary

### **Medical / First Aid Team**

- Shall be the overall in-charge of all medical assistance
- Shall receive and perform other related orders from the Floor Captain

### **Salvage and Evacuation Team**

- Shall conduct the actual evacuation of persons and salvaging of company properties on priority basis.
- Shall supervise in the smooth and safe evacuation of all persons to the designated evacuation assembly area.
- Shall coordinate with his Floor Captain prior to the actual salvage and evacuation activities.

### **Coordinator / Safety Officer**

- Shall set up the organization and proper selection of brigade members in coordination with the Fire Brigade Chief/Deputy Fire Brigade Chief.
- Shall prepare plans for training schedules of all members.
- Shall monitor and conduct the general observations during fire drills.
- Shall monitor daily attendance of all members.
- Shall see to it that all firefighting facilities and gears as well as fire alarm and detection system are operational and in perfect condition.
- Shall see to it that repairs are being attended and monitored properly and are reported to the Building's Fire Brigade Chief.



## **BOMB THREATS**

Guidelines are set to effectively handle bomb threats that may be received through telephones, letters or received face to face from another party. Bomb Information sheet is available at the Property Management Office to be filled up by the tenants.

### By telephone

- Receiving party should be calm and courteous. Listen carefully and try to get as much information and details by the caller before he hangs up. Exact words of the caller would be of great help. Thus take notes during call.
- Encourage caller to converse longer in order to get as much information as possible. Be alert on speech characteristics such as intonation, pronunciation, tones which may describe a person's age, sex, nationality, etc.
- Pretend to have difficulty in hearing or refer the caller to a person of higher position or authority.
- Let caller identify office / person being threatened, the floor location, and the time the bomb is set to explode.

### Written Communications

- The letter or communication should be immediately turned over to the Security Office for evaluation and action.

### Personal Contact

- A person receiving the bomb threat personally or overhearing one should immediately notify the Security Office.
- Receiving party should, as much as possible, take note of the physical characteristics (height, weight, sex, age, complexion, hair, eyes, etc.)
- If possible, note the mode of transportation used by said persons, focusing on car make, colours, model and plate number and number of passengers.

### Car/Package Bomb

- Immediately report to the Security Office any suspicious looking package in the premises.
- Report any knowledge or suspicion car bomb.
- Do not attempt to touch or move unattended packages

## **EARTHQUAKES**

An earthquake is a weak to violent shaking of the ground produced by the sudden movement of rock materials below the earth's surface. Aftershocks are smaller earthquakes that occur in the same general area during the days to years following a larger event or "main shock".

Magnitude and Intensity measure different characteristics of earthquakes. Magnitude measures the energy released at the source of the earthquake and is determined from measurements on seismographs. Intensity measures the strength of shaking produced by the earthquake at a certain location. Intensity is determined from effects on people, human structures, and the natural environment.

Most injuries during earthquakes are caused by falling debris, flying broken glass, fire triggered by ruptured LPG lines, damaged electrical lines or equipment and collapse of structure.

### **Before an earthquake**

Building contents may pose a significant hazard in the event of an earthquake. As part of the preventive planning, tenant must do the following:

- Large furniture such as bookshelves, suspended light fixtures, ceiling fans and storage cabinets shall be properly anchored to walls or ceilings so that they shall not fall during an earthquake.
- Contents shall be stored to minimize potential damage.
- Heavy objects shall be placed on lower shelves.
- Glass and other breakable objects shall be stored in latched cabinets or on lower shelves.
- Harmful chemicals and flammable materials shall be stored and secured correctly.

### **During the earthquake**

Building occupants are advised to observe the following during an earthquake.

- Perform "**Duck, Cover and Hold**" during the entire course of building movement.
- Remain in the building during an earthquake since most injuries occur when people try to leave or enter the building.
- People outside the building shall remain outside and move away from the structure, power lines, streetlights and utility lines.
- People inside the building shall move away from glass windows or glass partitions and seek cover under sturdy object such as solid desk or table.

- People caught inside their car shall stop the vehicle from moving and remain inside and pull over until the shaking stops.

### **After an Earthquake**

An earthquake is usually followed by a series of tremors (aftershocks) and people are advised to do the following:

- Building occupants shall listen carefully to any instructions or announcements made by the PMO over the Public Address (PA) and Fire Alarm Systems.
- The Property Management Office will assess and evaluate potential damage or injuries and advise the building occupants through the PA and the Fire Alarm Systems to either remain or evacuate the building.
- Tenant's fire brigade shall assess the situation on their respective floor and relay the information to the Security Office where the Building's Emergency Response Team can quickly size-up the situation and plan the priorities.
- Refrain from sightseeing and using your phone while evacuating as you may expose yourself and others to possible risk or injury.
- Do not smoke or use open flames.
- Working telephone lines shall only be utilized for emergency use.

### **FIRE**

Building occupants are advised to observe the following in case of fire:

- Stay calm. DO NOT PANIC. Call for help.
- Shout "FIRE" and activate the nearest fire alarm pull station.
- Advise the Property Management or Security Office immediately, if possible.
- Try to put out the fire with a portable fire extinguisher.
- When the fire alarm sounds or when an order for evacuation is announced, all building occupants should observe the following:
  - immediately cease all work or any other activity;
  - if time permits, secure all important papers and vital documents, including cash valuables, in a safe or vault;
  - lock cabinets and drawers;
  - disconnect and unplug all appliances;
  - leave the lights on;

- close, but do not lock your main door;
  - listen to evacuation instructions and event updates, if any;
  - do not carry bulky personal effects;
  - prepare for evacuation
- Proceed immediately to the corridor/hallway on your floor, fall in line and await instructions from the Floor Captain. If these people are absent, the occupants should organize themselves for evacuation.
  - Help others who may not understand what to do. Advise visitors in your area to join your group in the evacuation.
  - Extend assistance to handicapped persons.
  - If you are on a floor other than your own, join the evacuation with the other people on that floor. Do not attempt to return to your own office. Do not go back for your personal belongings or look for your friends or colleagues, unless extremely necessary.
  - In case of injury, try to render first aid. If necessary or possible, call for paramedic assistance through the PMO Helpdesk/Security. Do not move injured persons, particularly those with back injuries, unless absolutely necessary. Loosen his clothing around the neck and waist and make the injured person as comfortable as possible.
  - Observe a continuous flow of traffic, in a single file, on the emergency fire escape stairways. Do not break lines and avoid unnecessary conversations.
  - If fire or smoke traps you, cover your nose and mouth with a wet towel to avoid smoke inhalation.
  - When escaping through smoke, crouch low towards the emergency exit away from the smoke and fire.
  - If the stairs are impassable due to fire or smoke, proceed to the roof deck of the building. Stand on the windward side and wait for rescue.
  - If you are trapped inside the office, stand by the window or balcony and try to catch the attention of rescuers. Fill the spaces around the door with wet towels, sheets, clothes or rugs to keep the flames from entering the unit.

## **STORM / TYPHOONS**

Typhoons are severe tropical storms with heavy rains and intense wind that blows in a large circle around an "eye". Hurricanes may also produce tornadoes and cause strong storm surges or flash flooding. The PAG-ASA has recently modified the Public Storms Warning Signals (PSWS) as follows:

- PSWS #1 A tropical cyclone will affect the locality. Winds of 30 - 60 kph may be expected in at least 36 hours or intermittent rains may be expected within 36 hours.
- PSWS #2 A tropical cyclone will affect the locality. Winds of greater than 60 kph up to 100 kph may be expected in at least 24 hours.
- PSWS #3 A tropical cyclone will affect the locality. Winds greater than 100 kph up to 185 kph may be expected in at least 18 hours.
- PSWS #4 A very intense typhoon will affect the locality. Very strong winds of more than 185 kph may be expected in at least 12 hours.

### **During typhoons.**

Building occupants shall be prepared to take the following actions in the event of a strong typhoon:

- Computers, telecommunications equipment, office equipment, and appliances shall be turned off and unplugged from the convenience outlet to protect from possible power surges.
- Critical data or equipment shall be ready for removal and placed in a safe location.
- Seal off possible entry of rainwater. (Report any leak immediately).
- Unless there is an assurance for safe travel, the occupants must stay in the building.

## **BUILDING EVACUATION**

If evacuation is merited in case of any emergency, the General Alarm of the building will be activated and tenants are expected to evacuate the building safely through the fire exit doors guided by their respective Tenant Floor Captain.

Evacuation area during fire and other emergencies will be along the pedestrian sidewalk across Ayala Avenue and Sen. Gil Puyat Avenue. While in case of an earthquake the designated evacuation area shall be as prescribed by the Makati City LGU.

## ***Appendix B - "HELPDESK PROCEDURES"***

### **Service Desk**

Every tenant can get in touch with the Property Management Helpdesk Operator at telephone number 8887-4941 loc. 121 or through email address [helpdesk@rcbcplaza.com.ph](mailto:helpdesk@rcbcplaza.com.ph) for complaints on building facilities/services that may cause disruption to their operation or anything that can make their working environment uncomfortable or unsafe. Tenants to take note of time of call and staff name who answers the call.

The operator has a schedule of manning the Helpdesk from 8:30 a.m. up to 5:30 p.m. from Mondays to Fridays and 8:30 a.m. to 12:30 p.m. during Saturdays, calls made during the remaining time onwards and on Sundays and Holidays will be received by the Security Department.

All necessary information pertaining to the service request shall be recorded in the Helpdesk System accessible by the concerned department (e.g. housekeeping, engineering, or security) for implementation. A confirmation email on the corresponding work order will be received by the tenant.

Management delegates authorized personnel with proper identification card and uniform. PMO staff who are duly listed on the service request form are the only ones that may be allowed to work on the area that was requested by the tenant. Any personnel without these can be verified and reported through the Helpdesk Operator or can out rightly be refused by the tenant.

Upon completion of work or request, the Helpdesk operator must solicit a feedback from the requesting party to confirm completion of work and gauge the level of satisfaction.

**Service requests and work orders are mainly classified into two levels of urgencies** – Urgent and Non-Urgent Work Orders

### **Urgent Work Orders**

- **HIGH PRIORITY** - Any item which poses as a risk to the safety, sanitation, or security of the building occupants. These items are to be responded to within one (1) hour and completed within twenty-four (24) hours upon receipt of concern.
  - Busted sprinkler head or pipes and fixtures, heavy leaks
  - Electrical faults / short circuit
  - No power, water, or air-conditioning supply
  
- **MEDIUM PRIORITY** - Any item which causes inconvenience to a tenant, building occupant, or guest in the offices or any other public area or function room concerning the following but not limited to:
  - Air-conditioning and exhaust systems not working properly
  - Defective plumbing/toilet fixtures

- Replacement of busted lights and batteries

These work orders are to be responded to within four (4) hours and completed immediately, with a maximum completion period of three (3) days.

**If for any reasons repair cannot be completed within 24 hours, (spare parts not available, access to area for scheduling etc.), requesting office or person concerned will be informed as soon as possible to ensure that other remedies can be done.**

### **Non-Urgent Work Order**

LOW PRIORITY - Any items which require maintenance, but do not cause inconvenience to the building occupants such as, comfort room tile grouting, re-varnishing, repainting and minor repair works.

Work orders that are not urgent have to be responded to within eight (8) hours and completed within seven (7) days from receipt of call. Should this be not possible for any reason whatsoever, requesting office or person concerned should be informed as soon as possible and an alternative date of completion should be committed.

## ***Appendix C - " PARKING RULES & REGULATIONS"***

### **RCBC Plaza Car Park Guidelines and Procedures**

RCBC Plaza car park hereby issued the following car park guidelines and procedures which will be enforced by our parking personnel for the safety of lives and properties.

1. Parking slots are assigned to specific registered clients. Cars shall park at the slots assigned to them with authorized car sticker. Parking is not allowed in the driveway or in any other area which may obstruct the smooth flow of traffic in and out of the building.
2. Parking lessee or clients, guest, employee or driver shall observe traffic rules in the parking areas and grounds. The lessee is responsible for informing their guest, employee and driver to observe these parking rules and regulation.
3. Only one (1) car per slot is allowed. Double parking is not allowed.
4. Motorcycles are allowed to park only in authorized motorcycle parking areas.
5. The car owners shall always observe and maintain the cleanliness of their parking slots at all times, free from mud, debris and oil drippings. The car owner should furnish at their own expense a pan to collect drippings oils.
6. All client's vehicles are to be registered with the PMO and the RFID installed provided for such purposes.
7. No one shall add or permit obstructions, restrictions or hindrances that may affect the common use and ownership unless authorized by the PMO. No part of these areas should be used as storage facility.
8. The clients shall not cause or permit the prolonged blowing or any horn from any vehicles. No loud speaker or noisy contraption shall be allowed in any part of the car park premises. Clients shall maintain the place in a peaceful and reasonably quiet manner and shall refrain from any noise, boisterous or loud noise or acts that would disturb or unreasonably interfere with the peace and quiet of the other occupants of the building.
9. No motorbike, bicycle, trailers or two-wheeled vehicles are allowed to be parked in the owner's or clients parking slots without authorized approval.
10. Only authorized vehicles with contract of lease are allowed to enter in the reserved basement areas. Vehicles without an RFID are subject for investigation.
11. Illegal use of RFID are subject to vehicle blocking and investigation.
12. 10 KPH maximum speed and 1.9 vertical height limit clearance are strictly observed.
11. Riders of two-wheeled vehicles are required to wear their helmets at all times.



13. Loitering, littering and practice driving are strictly prohibited in the parking areas.
14. The only cleaning allowed in the parking areas is dusting, wiping and rubbing of cars that can normally be accomplished with rags. Water from whatever source is not allowed to pond in the parking area. The use of the water hose to wash a car and clean-your-car-boys are not allowed inside the building premises.
15. The building owners and parking operator is not responsible for any damage or loss of the vehicle, or any of its accessories or articles left therein. The lessee shall be held liable for any damage they may cause to the parking facility or its accessories or to persons or any other property inside the Car park Facility.
16. Smoking, sleeping and waiting inside the vehicle are strictly prohibited. Car engine should be shut off while park inside the car park area.
17. Vehicles abandoned at the non-reserved parking areas for three (3) consecutive days will be reported to the proper authorities for appropriate action.
18. The building owners and the operator has the right to file an injunction action to enforce these rules and regulations and the party violating the rules and regulation shall pay for all cost of injunction and reasonable Attorney's Fee which shall be not less than Php 5,000.00
19. All parking rental must settle their respective accounts on or before the 5<sup>th</sup> day of the start of each quarter. Failure to pay on the aforesaid date will result to decoding (blocking) of the RFID
20. Payment should be by crossed cheque made payable to RCBC REALTY CORPORATION.
21. **Any amount unpaid overdue shall bear 2% interest per month computed daily form the date of default.**

#### OFFENSES:

Minor Offense - Written Warning

Illegal Parking / Obstruction - Penalty not less than P5,000.00

Repeated Offense - Penalty not less than 10,000 and/or Termination of Parking Contract

## **ACKNOWLEDGMENT RECEIPT AND ACCEPTANCE**

The RCBC Plaza HOUSE RULES & REGULATIONS is being presented to \_\_\_\_\_ as the Lessee of an office unit located at \_\_\_\_\_ Floor, Tower \_\_\_\_\_ and shall remain as your guide until the expiration of your Contract of Lease for the above-mentioned unit/space.

The HOUSE RULES & REGULATIONS must be returned to the Building Management Office at least seven (7) working days before you vacate or move out of the building. Should additional copies be required, same can be acquired at the Property Management Office and reproduction cost will be charged.

Guided by the rules and regulations set forth in this HOUSE RULES, it is the responsibility of the Lessee to orient all officers and employees and their frequent visitors to ensure convenience to everyone and the uninterrupted administration of RCBC PLAZA. Ignorance of the rules and regulations set forth shall excuse no one from being penalized due to violation.

The Property Management Office reserves the right to issue additional, rescind, alter, or waive any of the rules contained in this document at anytime when, in its judgement, it is deemed necessary, desirable or proper for the best interest of the occupants. No rescission, alteration or waiver of any rules or regulations shall be made in favour of any particular unit Lessee.

**CONFORME:**

Company Name	:	_____
Authorized Representative	:	_____
Position/Title	:	_____
Date Received	:	_____

RCBC Plaza-House Rules & Regulations

## **APPENDIX D**

### **PMO TENANCY FORMS AND PERMITS**

- i. Tenant Information Sheet**
- j. Emergency Information Sheet**
- k. Authorized Signatories Specimen Signatures**
- l. Air-Conditioning Request Form**
- m. Photo/Video Shoot Request Form**
- n. Work Permit**
- o. Gate Pass**
- p. Blanket Gate Pass**

**RCBC PLAZA**  
**PROPERTY MANAGEMENT OFFICE**  
 24th Floor Yuchengco Tower, RCBC Plaza  
 6819 Ayala Avenue cor. Sen. Gil Puyat Avenue  
 Makati City  
 Tel. Nos. 887-4941 / Fax No. 887-5147



**BUILDING TENANT INFORMATION SHEET**

Company Name	:	_____	
Level / Tower	:	_____	
Nature of Business	:	_____	
Company Nationality	:	_____	
Website	:	_____	
Office Trunk Line Number	:	_____	Fax No. : _____
Company's Contact Persons			
Person (1)	:	_____	Designation : _____
E-mail Address	:	_____	Tel. No. : _____
Person (2)	:	_____	Designation : _____
E-mail Address	:	_____	Tel. No. : _____
Company's Authorized Signatory/ies for Gate Passes on Deliveries and Pullout: <i>(Please see attached sheet)</i>			
Individuals assigned to receive Memorandum / Advisories from the Property Management Office			
Name	Designation	E-mail Address	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
Person/s to Contact in case of an emergency during and/or beyond office hours:			
Name	Designation	Tel. No. / Mobile No.	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
Please provide the following together with this Information Sheet:			
1. List of Company's Authorized Signatories and together with their specimen signatures			
2. Photocopy of the standard Company I.D. (front and back)			

**RCBC PLAZA**  
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 24th Floor Yuchengco Tower, RCBC Plaza  
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**EMERGENCY SITUATION INFORMATION SHEET**

Company Name	:			
Level / Tower	:			
Operating Days	:	Mondays to Fridays	Saturdays	Sundays
Operating Hours	:	Daytime Operations	Specify time: _____	
	:	Evening Operations	Specify time: _____	
	:	24/7 Operations		
Total No. of Employees	:		Daily Ave. No. of Visitors:	
<i>For tenants operating 24/7, please indicate no. of employees working per shift, approximates will suffice:</i>				
		<b>AM SHIFT</b>	<b>MID SHIFT</b>	<b>PM SHIFT</b>

Floor Captain (please include alternates)			
Name	Floor / Tower	Working Hours	Mobile No.
Runners			
Name	Floor / Tower	Working Hours	Mobile No.
Individuals to be Prioritized in cases of emergency			
<i>(employees who are physically unable to go down the fire staircase, please specify status/reason for inability)</i>			
Name	Location	Working Hours	Status

**Responder's Name** : \_\_\_\_\_ **Signature** : \_\_\_\_\_  
**Designation** : \_\_\_\_\_ **Date** : \_\_\_\_\_  
**Contact Number** : \_\_\_\_\_

*Upon completion, please submit to helpdesk@rcbcplaza.com.ph or to the PMOffice at 24th Floor Yuchengco Tower.  
 For tenants with multiple offices on different floors, please accomplish one Info Sheet per floor.*

**RCBC PLAZA**  
**PROPERTY MANAGEMENT OFFICE**  
24th Floor Yuchengco Tower, RCBC Plaza  
6819 Ayala Avenue cor. Sen. Gil Puyat Avenue  
Makati City  
Tel. Nos. 887-4941 / Fax No. 887-5147



Tenant / Company Name : \_\_\_\_\_  
Level / Tower : \_\_\_\_\_

---

---

**COMPANY'S AUTHORIZED SIGNATORIES:**

*(for Gate Passes and Work Permits)*

---

---

Name	Designation	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



RCBC PLAZA  
PROPERTY MANAGEMENT OFFICE



**AIR-CONDITIONING REQUEST FORM**

Company Name : _____ Address: : _____ Contact No. : _____	ACER NO. _____ Date of Request : _____
---	---

We would like to request for additional operation of the base building air-conditioning on:

Floor / Tower	Date	Time		No. of Hours
		From	To	

We confirm that the above request shall be charged to our account.

<p><b>Requested by: (Tenant's Authorized Signatory)</b></p> Name: _____ Position: _____ Signature: _____ Date: _____	This area for PMO Accounting use:
<p><b>Approved by: (RCBC Plaza PMO Authorized Signatory)</b></p> Name: _____ Position: _____ Signature: _____ Date: _____	
Received by PMO: <i>(Name and Date Received)</i>	Received by PMO Eng. <i>(Name and Date Received):</i>

*Distribution Copies: White - PMO, Yellow - Requesting Company*



**RCBC PLAZA  
PROPERTY MANAGEMENT OFFICE  
SECURITY DEPARTMENT**



**PHOTO/VIDEO SHOOT REQUEST FORM**

Kindly check one: <input type="checkbox"/> Tenant <input type="checkbox"/> Non-Tenant		Date of Request: _____	Control #: _____
Name of Requester: _____		Position: _____	
Company Name: _____		Contact No.: _____	Company T.I.N.: _____
Address: _____		Email Address: _____	

Purpose: _____
Area/s to be used: _____
Requested Date/s: _____ Requested Time: _____
For tools and equipments to be used for the photo/video shoot, please indicate gate pass reference #: _____

Name of members/Ref. ID #	
1. _____	4. _____
2. _____	5. _____
3. _____	6. _____
<i>*(use the back if the space provided is not sufficient)</i>	

Special Instruction/s: _____
------------------------------

**Terms and Conditions:**

- Once approved, this document is valid only on the date and time indicated above.
- The requesting party shall secure the appropriate gate pass from the Property Management Office (PMO) for the tools and equipment that will be brought into the building. See attached form.
- Any approved request is non-assignable or non-transferable otherwise, the same may be called at the discretion of PMO.
- The requesting party and/or the participants to the shoot must carry this approved form for the duration of the shoot while in the requested areas. In case of failure to produce this request to PMO personnel upon demand, the latter reserves the right to prohibit the continuation of the shoot until the approved form is presented.
- It is understood and agreed that the approval is granted on the express condition that the activity will not interfere with the building's operations and that the requesting party shall at all times abide by the pertinent Property Management Office guidelines.
- All participants in the activity shall conduct themselves in a friendly, orderly manner so as not to cause any delays, inconvenience, or disturbance to other people in the Building.
- The requesting party shall keep and maintain the premises in clean and orderly condition; it holds itself solely responsible for the removal of all trash generated from the activity on the requested areas.

**Release and waiver of liability, assumption of risk and indemnity agreement on the use of Helipad/Roof Deck Area**

We/I hereby hold RCBC Plaza Property Management Office free and harmless from any and all claims for injuries or damages, liens, or obligations of whatever nature, however arising, or for any injury sustained by any participant or damage to our tools or equipment while in the requested area prior, during, or after the photo/video shoot activities.

Our/my signature on this form represents that I/we and my/our associates fully understood the effects and consequences of the terms and conditions herein and that we/I have accepted the same freely and voluntarily without any inducement, assurance or guarantee being made and intend my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

*(To be filled up by Requester)*

We/I acknowledge that we/I have read, understood, and agree with the terms and conditions including the RELEASE and WAIVER.

Prepared by: (Name, Signature, & Date)	Note by: (Name, Signature, & Date)
Requester	Company's Authorized Signatory

*(To be filled up by RCBC Plaza PMO)*

Approved by: (Name, Signature, & Date)	
Tenant Relations Manager	General Manager

Distribution: Copy 1- Requester, Copy 2- Security, Copy 3 - Tenant Relations FORM NO.: SSD SEC 04-003





**RCBC PLAZA**  
Property Management Office  
**WORK PERMIT**



<b>REQUESTOR DETAILS</b>		<input type="checkbox"/> Tenant Activity	<input type="checkbox"/> PMO Activity
Tenant Company Name		Floor/Tower:	
Authorized Representative		Contact Number:	
Contractor Company Name			
Safety Engineer / Officer		Contact Number:	

<b>WORK DETAILS</b>			
Work to be done	<input type="checkbox"/> Fit-Out / Construction Work	<input type="checkbox"/> Maintenance/Upkeep	<input type="checkbox"/> Inspection/Survey
	<input type="checkbox"/> Repair / Troubleshooting	<input type="checkbox"/> Upgrade/ Improvement	<input type="checkbox"/> Others
System Involved	<input type="checkbox"/> Civil, Plumbing	<input type="checkbox"/> Electrical, Auxiliary	<input type="checkbox"/> Mechanical, Fire Pro <input type="checkbox"/> Others
Work Permit Classification	<input type="checkbox"/> Cold Work	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Confined Space Entry <input type="checkbox"/> Work w/Hazardous Energy
Exact Work Location Floor / Tower:		Work Duration Date/s:	
Brief Description of Work to be done			

<b>EQUIPMENT TO BE USED ON SITE</b> <i>(use additional sheet if needed)</i>	
Hand tools	
Power tools	
Mobile Elevated Work Platform	

<b>HAZARD IDENTIFICATION AND CONTROL</b>	
<b>A. Identify and attach supplementary forms required to perform/control the work</b>	
<input type="checkbox"/> BFP Hot Work Permit	<input type="checkbox"/> Scaffold Plan <input type="checkbox"/> Energization Plan <input type="checkbox"/> Evacuation Checklist <input type="checkbox"/> JHA
<input type="checkbox"/> Hydro-test Procedure	<input type="checkbox"/> Isolation Plan <input type="checkbox"/> Blind List <input type="checkbox"/> Manpower List <input type="checkbox"/> Gas Test Record
<b>B. Potential Exposure</b>	
<input type="checkbox"/> High Noise Level	<input type="checkbox"/> Flammable Liquids/Gases <input type="checkbox"/> Hazardous/Toxic Material <input type="checkbox"/> Open Flame
<input type="checkbox"/> High Temperature	<input type="checkbox"/> Hydrogen Sulfide <input type="checkbox"/> Radioactive Materials <input type="checkbox"/> Others:
<b>C. Personal Protective Equipment</b>	
<input type="checkbox"/> Helmet	<input type="checkbox"/> Safety Goggles <input type="checkbox"/> Face Protection <input type="checkbox"/> Breathing Protection
<input type="checkbox"/> Fall Protection	<input type="checkbox"/> Chemical suit/cover-all <input type="checkbox"/> Specialized PPE <input type="checkbox"/> Others
<b>D. Fire Watchmen / Standby Men (if applicable) Name/s:</b>	
<b>E. List any additional safety precautions:</b>	

<b>GAS TESTING / MONITORING</b>						
	LEL (%)	H2S (ppm)	O2 (%)	Other gases (name / value)	Certificate Number	Signature
Initial						
Renewed						

<b>PERMIT AUTHORIZATION</b>		<b>WP No.</b> <i>(to be filled out by PMO)</i>	
Requestor's Authorized Rep.		PMO Approver:	
	Name and Signature / Date & Time		Name and Signature / Date & Time

Remarks from reviewer/approver:



**RCBC PLAZA**  
**Property Management Office**  
**WORK PERMIT**



ATTACHMENTS	
<b>Manpower List</b>	
1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

IMPAIRMENT REQUEST <i>(for works that may activate the fire alarm e.g. actual works on FDAS and fire suppression equipment, misting, fogging, paint preparation, sanding, drilling, spray painting, general fit-out, demolition works, heavy dust producing works, etc.)</i>						
SYSTEM FOR IMPAIRMENT		DATE/S OF WORK		TIME OF WORK		PMO APPROVAL
FDAS	AFSS	From	To	From	To	<b>Endorsed by:</b>  Name & Signature  <b>Approved by</b>  Name and Signature
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					
<input type="checkbox"/>	<input type="checkbox"/>					

*Impairment of FDAS and/or AFSS may not exceed eight (8) hours. Request for impairment will not be approved if the adjacent floors' FDAS/AFSS is under maintenance or prior impairment approval has been granted to adjacent floors.*  
*Note: Heavy dust producing activity will require the installation of pre-filter at the work area's return grilles and/or AHU.*

UTILITY/FACILITY ROOM ACCESS REQUEST			
<input type="checkbox"/> Electrical Room <input type="checkbox"/> AHU Room <input type="checkbox"/> Telephone Room		<input type="checkbox"/> For Tower II floors 6, 7, 8, 22, 23, 24, 25, & 30, building security personnel is required to accompany the workers for the duration of the works. This will be at the requestor's account. Proceed to Security Office prior to deployment to the floor/s.	
<b>Floor / Tower</b>			
<b>Egress Clearance (to be accomplished by PMO, check if the following were observed):</b>			
<b>Engineering Department</b>		<b>Security Department</b>	
<input type="checkbox"/> 1. The work done was covered in the scope of work as indicated in the approved work permit <input type="checkbox"/> 2. The process and methods are compliant with the standards of the Company. <input type="checkbox"/> 3. All related functions/systems are fully operational and with no abnormalities. Remarks:		<input type="checkbox"/> 1. The room was maintained and kept in order the same way it was prior to commencement of job <input type="checkbox"/> 2. Good housekeeping was observed. No trash and debris left inside the utility/facility room. Remarks:	
Checked by Duty Officer		Cleared by Roving Guard	
Name, Signature, Date /Time		Name, Signature, Date/Time	

Distribution: Copy 1 - PMO, Copy 2 - Security, Copy 3 - Engineering, Copy 4 - Contractor

**REMINDERS:**

**WORKERS MUST FIRST REPORT TO THE ENGINEERING OFFICE PRIOR TO EACH DAY'S START OF DEPLOYMENT.**

**STOP WORK IF JOB SITE DOES NOT MEET WORK PERMIT CONDITIONS AND ANY APPLICABLE BUILDING SAFETY AND HEALTH REQUIREMENTS AT ANY GIVEN TIME.**

**ALL ISSUED AND APPROVED WORK PERMITS WILL BE IMMEDIATELY CANCELLED DURING AN EMERGENCY**

*Workers must follow the RCBC Plaza House Rules and Regulations at all times while inside the building premises. Building Restrictions include but are not limited to: smoking, drinking, stay-in or sleeping overnight, cooking, gambling, bathing, loitering, wearing of slippers, undershirts and shorts, improper sanitation, use of common area toilets, working without a valid permit, non-compliance with safety precautions. Violators shall be restricted from entering, ejected or banned from the building, and issued a violation ticket with a corresponding penalty charged to the responsible tenant/company.*



**RCBC PLAZA  
PROPERTY MANAGEMENT OFFICE  
SECURITY DEPARTMENT**



**BUILDING GATE PASS**

Type of Gate Pass:	<input type="checkbox"/> Tenant	<input type="checkbox"/> Non-Tenant	<input type="checkbox"/> PMO	<i>To be filled up by PMO receptionist</i>
Nature of Transaction:	<input type="checkbox"/> Delivery	<input type="checkbox"/> Transfer	From: _____ To: _____	Gate Pass #: _____
	<input type="checkbox"/> Pull-out/move-out*			Date Prepared: _____
Name of Requester ( <i>Tenant/User/Dep't Head</i> ):	_____			Contact No.: _____
Requester's Company Name:	_____			Address: _____
Name of Carrier ( <i>Hauler/Courier/Supplier/Contractor</i> ):	_____			
Name of Carrier's Representative:	_____			Vehicle's Plate No.: _____
Purpose:	_____			
Reference Document:	_____	Reference No.: _____	Requested Date/s: _____	

SPECIFICATIONS ( <i>Describe items in detail</i> )				
Item No.	Qty.	Unit	Item Description	Remarks

**Disclaimer**

The RCBC Plaza Property Management Office shall be free and harmless from any claims, liens or obligations in case of losses and damages arising from forgery and other similar cases.

User/ Staff		Authorized Signatory/Dep't Head	
Name: _____	Signature: _____	Name: _____	Signature: _____
Position: _____	Date: _____	Position: _____	Date: _____

*To be filled up by PMO*

Accounting ( <i>Move-outs</i> )	Authorized Signatories	Inspected by Guard on Duty
<input type="checkbox"/> Delayed <input type="checkbox"/> Updated	Name: _____	Name: _____
Name: _____	Position: _____	Position: _____
Position: _____	Signature: _____ Date: _____	Signature: _____
Signature: _____ Date: _____	Remarks: _____	Date & Time: _____
Remarks: _____		Remarks: _____



RCBC PLAZA  
PROPERTY MANAGEMENT OFFICE  
Security Department



**BLANKET GATE PASS FOR REGULAR DELIVERY**

Name of Requester : _____	Date of Request : _____
Company Name: : _____	Position: : _____
Address: : _____	Contact No.: : _____

Supplier's Company Name:	_____
Items to be delivered:	_____
Schedule of Deliveries:	_____
Authorized Access Area/s:	_____
Validity Period:	_____

List of Supplier's Personnel authorized to access tenant's premises:	
1. _____	6. _____
2. _____	7. _____
3. _____	8. _____
4. _____	9. _____
5. _____	10. _____

Vehicle Details	
<i>Vehicle 1:</i>	<i>Vehicle 2:</i>
Make and Model : _____	Make and Model : _____
Plate No. : _____	Plate No. : _____

Special Instruction/s: _____
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- Terms and Conditions:**
1. Once approved, this document is valid only on the validity period indicated above by the Requesting Party.
  2. Any approved request is non-assignable or non-transferrable, otherwise the same may be called at the discretion of the PMO.
  3. The Authorized Supplier and its authorized personnel should at all times bear and present a copy of this approved blanket gate pass together with the applicable Delivery Receipt upon entry into the building premises and while in the tenant's authorized access area/s. In case of failure to produce this approved form to PMO personnel upon demand, the latter reserves the right to prohibit access into the building until the approved form is presented.
  4. Supplier's authorized personnel should at all times abide by the pertinent Property Management guidelines.
  5. The Requesting Party (Tenant) shall be responsible in formally notifying the Property Management Office of any changes to the information provided in the approved form that may take place within the indicated validity period.

**Disclaimer**

The RCBC Plaza Property Management Office shall be held free and harmless from any claims, liens or obligations in case of losses and damages arising from forgery and other similar cases.

<b>Tenant's Authorized Signatory</b>	
Name:	_____
Position:	_____
Signature:	_____
Date:	_____

<b>RCBC Plaza PMO Authorized Signatories</b>	
Name:	_____
Position:	_____
Signature:	_____
Date:	_____
Remarks:	_____