

TOWER 6789 CONSTRUCTION GUIDELINES

CONSTRUCTION GUIDELINES

INTRODUCTION

- 1.1 The Fit – Out Guidelines must apply to the design and construction of all office and retail spaces at Tower 6789. These guidelines set a standard for planning, programming, design and construction. They are intended to establish the quality of work area at a level that yields functional, well-constructed and easily maintained facilities. They are also intended to encourage value-based design without inhibiting creativity or aesthetics.
- 1.2 All Fit-out of leased premises must be coordinated with PROPERTY MANAGEMENT OFFICE. Any query regarding the details required or procedure to be followed must be coursed through the PROPERTY MANAGEMENT OFFICE. Designs of your premises showing layout of Sprinkler, Plumbing, HVAC, Electrical Systems and other Critical Services must be provided as a supplement to this document.
- 1.3 This document was designed to assist clients in planning leased premises and installing your business as efficiently and expeditiously as possible.
- 1.4 It is vital that all required procedures detailed herein are followed. Any deviation from the approved methods, standards, policies and procedures could result in delay in approval and/or execution of works.

(Note: The above drawings are extracted from information supplied by the Lessor's consultants. While the information contained generally reflects the as built base building condition, the Lessor's or their representatives will not be held responsible for any deviation of the information from existing site condition. The Lessee's consultant/contractor must verify all dimensions and services on site before commencing detailed design.)

Building Profile

Tower 6789 is a 33-storey building with 5 basement floors and lower/upper deck development situated at 6789 Ayala Avenue, Makati City.

Tower 6789 features environmentally sustainable technologies. The building's design parameters used are based on LEED Requirements. **BUILDING DENSITY IS 9.3SQM/PERSON.**

Air Conditioning System provided by FUJI-AIR/ANJUMAY

Electricity Supply System

- Supplied by Meralco
- Incoming Voltage (400 V, 3 phase with neutral)
- Grounding System Available
- Supply of power to rentable unit; 150 TO 200 AT

Emergency Power Supply System provided

Fire Detection and Alarm System are provided (AC Technical Services / Pulsar Enterprises Inc (844-2289/844-2290))

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Elevators are provided

Security Systems provided

Sprinkler Systems are provided (PPCI 9211830)

Telephone System & Internet line provided

I. CONTRACT OF LEASE

- 2.1 All tenancies are subject to the terms and conditions set down in the standard form of Contract of Lease, including any special conditions, a copy of which you have sighted and initialed.
- 2.2 The Tenant shall be required to complete the formal Contract of Lease prior to turnover. Possession of the premises will not commence until the Contract of Lease has been executed and the necessary security deposit and advance rentals have been paid by the TENANT and the LANDLORD. A copy of the accomplished Contract of Lease should be provided to the PROPERTY MANAGEMENT OFFICE for reference.

II. HANDOVER OF PREMISES

- 3.1 The Tenant will be informed by Tower 6789 Management and Jones Lang LaSalle Leasing & Management of the turnover date. The Tenant or its authorized representative will be required to attend the handover inspection of the premises together with the PROPERTY MANAGEMENT GROUP. The Tenant shall affirm that all of the provisions are present and are in good and tenable condition.
- 3.2 Upon turn over the Premises, the Lessee shall be responsible for its upkeep, cleanliness, and security and must abide by the guidelines set by the Lessor. Moreover, the Lessee shall immediately restore any losses and damages to the premises and shall abide by the fitting-out guidelines.

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

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

- 3.3 The Handover team shall provide you a Turnover Checklist which you need to accomplish.

If damage or loss of the basic fittings inside the unit is found, please write it down on the Defect Report section of the Turnover Checklist and submit to the PMO within 7 days to implement the necessary defect rectification work.

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All defects should be listed on the Defect Report section of the Turnover Checklist and should be submitted to PMO within 7 days.

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

III. FIT – OUT REQUIREMENTS

Designers/Consultants

It is advisable for the Tenant to appoint duly certified designers/contractors to prepare the design plans since the management will not be held liable for any damages caused by their negligence or inadequacy of service. Tenant is to instruct their contractors to take extreme care in the use of the elevators and other building facilities, and should ensure that their building materials will not obstruct the building's common walkways.

- 4.1 Upon receipt of this fit-out guide, you are required to submit 3 sets of your plans, in 20 x 30 sizes including Technical design documentation to the PROPERTY MANAGEMENT OFFICE in the form specified herein. All submissions should be addressed to Building's PROPERTY MANAGEMENT OFFICE. You may be requested to attend a meeting with the Fit-Out Coordinator/Building Engineer if considered necessary.
- 4.2 Within 10 working days of the date of receipt of your submission, you will be advised after consideration of your plans either of their acceptance or of alterations which are required by the Lessor to meet with their approval. Any re-submission will also be processed within 15 working days of receipt.
- 4.3 Hand-over of the premises will be affected upon such date as will be advised in writing to you by the Building Management.
- 4.4 Fitting Out of your premises will not be allowed to commence in the absence of plans, building permits, licenses, construction bond, CARI and approvals as required by the local government authorities and noted as approved by the Lessor whose approval shall not be unreasonably withheld, however the rent-free period will not be extended on account of your failure to submit plans and other documents in accordance with these procedures. You should ensure all documents are lodged.
- 4.5 All Question/clarifications concerning base building provisions should be put into writing and addressed to the PROPERTY MANAGEMENT OFFICE.
- 4.6 Vetting Fee

A vetting fee will be charged in respect of the involvement of the Lessor's consultants in the review and approval of your fitting-out plans, and coordination with the nominated contractors for any alteration and/or additional works required. This fee is fixed at PhP. 100.00 per square meter of the Gross Leasable Area. It is a charge to the "major works" in respect of the involvement of the PMO engineers/consultants in the review and approval of the construction plans. Review and evaluation of plans will be 10 working days.

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Major Works are as follows : concrete slab coring, wall partition knock down, additional concrete partitioning, additional electrical works (lighting and power outlet), revision of electrical panel, additional/relocation of smoke and heat detectors, additional/revision of plumbing works and additional/relocation of FCU.

Minor Works are as follows: touch-up works, general cleaning, maintenance of ACCU, installation of wallpapers, pest control, wall partitioning using gypsum board/plywood, installation of dividers, drop ceiling using gypsum board/plywood and interior decorating.

The vetting fee should be paid to **Alphaland Makati Tower Inc** together with the submission of the fit-out plans.

4.7 Construction Bond/Deposit

A refundable Construction Deposit equivalent to one month's gross rent and payable to **Alphaland Makati Tower Inc** is required to cover immediate repairs or reconstruction of any damage caused to the property of LANDLORD or injury to any person and/or deductions for violations/sanctions of construction rules and regulations. Release of the Construction Deposit net of deductions (as may be necessary) shall be made after issuance of clearance by the PROPERTY MANAGEMENT OFFICE.

The PROPERTY MANAGEMENT OFFICE reserve the right to charge additional amounts in the event the bond is insufficient to meet the costs incurred for rectifying or reinstating any damages caused.

This bond shall be returned to the tenant Five (5) days after a written notice of completion subject to the following conditions:

- a. All works are done in accordance with the approved drawings.
- b. No damage to the common area or to any other unit or injury to other persons was incurred as a result of the construction/renovation works.
- c. In case of damages to the common areas or to any other unit, the same had been rectified or automatically deducted from the Bond.
- d. In case of injury to other persons, any resulting expenses had been paid for by the tenant concerned.
- e. Submission of as-built drawings, manuals, building permits/licenses, occupancy permit and all other necessary documents.
- f. Settlements of all unpaid accounts (utility charges, association dues, administrative fees, etc.). Failure to settle means the corresponding amount will be deducted from the cash bond.

4.8 Electricity

Temporary Electricity will be individually metered. An Electricity Fee of Php 40,000.00 shall be made payable to **Alphaland Makati Tower Inc** prior to the fit-out commencement. Fit – out contractor to provide temporary kW – Hr meter, coordinate with the PROPERTY MANAGEMENT OFFICE prior to installation.

4.9 Water

Charge for water consumption will be levied at PhP 10,000.00 per floor or PhP 3,000.00 per quadrant. Payment to be made to **Alphaland Makati Tower Inc** prior to fit out commencement

4.10 Garbage Hauling

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Garbage and construction debris must not remain lying outside the merchant space. This must be hauled out of the building every night.

4.11 Project Coordinator

A liaison person (i.e., one coordinating the works) shall be appointed by the Lessee and his name, contact number (i.e. telephone and pager numbers) shall be given to Property Management for purpose of easy communication. The liaison person shall be responsible for coordinating the execution of the fitting-out / renovation works and shall observe all instructions given by PROPERTY MANAGEMENT OFFICE from time-to-time. This will be the only contact for the PROPERTY MANAGEMENT OFFICE. No other persons / comments / correspondences will be addressed.

4.12 Emergency Services – First Aider/Safety Officer

Under the Labor code of the Philippines, the services of a full-time registered Nurse when the number of employees/workers exceeds fifty (50) but not more than two hundred (200) except when the employer does not maintain hazardous workplaces, in which case, the services of a graduate first-aiders shall be provided for the protection of workers, where no registered nurse is available.

4.13 Work Permit

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

Work permit must be completed three (3) working days before the commencement of the actual works with copies of the documents, including design plans, duly acknowledged by the PMO.

In case of welding works needed, the contractor/tenant should fill up the “hot work permit”.

4.14 Contractor’s All Risk Insurance Policy

The Lessee shall maintain in the joint names of Lessor / Property Management a Contractor’s All Risk Insurance Policy to cover the Lessee’s liability in respect of any injury or death and/or damage to property, real or personal, arising out of or in the course of or caused by the carrying out of the fitting-out / renovation work. The coverage shall be at least Php10,000,000.00 or 100% of the total cost of Lessee’s renovation work, whichever is higher, in respect of any one accident and unlimited for any one period. The Policy shall include a cross-liability clause. This policy is to be secured from an insurance company approved by Building Management.

4.15 Waiver Form

The Lessee must fill-up a waiver form to cover the Lessee’s liability for any renovation, repair, and fit-out work with a minimal damage in building.

4.16 City Permits

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

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

IV. SUBMISSION OF PLANS AND SPECIFICATIONS

A Tenant is required to submit plans and specification regarding his fitting-out for approval as follows:

4.1 Three (3) sets Architectural Plans & Drawings (size of plan: 20" x 30")

4.1.1 Perspective

4.1.2 Floor Plans showing clearly

- Dimension and internal layout of the Premises, including sectional elevation (4 sides) of walls, details of wall anchorage to floor and ceiling, Main door detail (to follow base building standard), reflected ceiling plan. Cabinets' details and ironmongery schedule
- Any wall or partition the Lessee wishes to build or dismantle, specifying the height and materials to be used.
- The location of any unusual heavy loads, with full details of size and weight
- The location of proposed sanitary fittings, if any, scales 1:20 metric.
- Any area of raised flooring for computer installations or similar equipment
- Proposed modifications and additions to the raised floor system, including the location of power sockets and any electrical appliances
- Calculations of total power consumption from ALL electrical equipment.

4.1.3 Ceiling Plans showing clearly

- Any partition which penetrates into the ceiling void and details of work inside the ceiling void and materials to be used.
- Note: No combustible materials or exposed cables are permitted within this void.
- The location of light fittings, which are connected to the air-conditioning system and those which are not
- Any proposal to change the location of the standard and non-standard light fittings and any additional light fittings, clearly indicating those which have diffuser attachments
- The location of the thermostat control units and any proposed modifications

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- Existing layout of fire services sprinklers and proposed modifications
- Details and the location of proposed air diffusers, level of false ceiling and public address (PA) system, and all other installations or fixtures intended to be placed in or hung from the ceiling.

4.2 Three (3) sets Electrical Plans (size of plan: 20" x 30")

4.2.1 Riser Diagrams

Riser and Single line diagrams showing the proposed power and lighting circuits. The diagrams shall indicate the size of the cables, rating of breakers, wattage of light fittings, sources of power for normal and emergency lighting and location of electrical meter(s).

4.2.2 Load Schedule (Normal & Emergency Power)

4.2.3 Power & Equipment Layout including Rating, type and location of the main switch board and any local switch boards. Calculations of total power consumption from ALL electrical equipment.

4.2.4 Lighting Layout (Existing and Proposed) including schedules and computations

4.2.5 Detailed Design & Computations

4.2.6 Electrical & Auxiliary/Telephone Equipment & Layout

4.2.7 Technical Specifications, Legends, Location Plan

4.2.8 Other Electrical Requirements

- Electrical General Notes
- Telephone General Notes
- Legend and Abbreviations
- Site Development Plan, Vicinity Map and Key Plan
- Telecommunications (Voice and Data) One – Line Diagram of Proposed System
- Fire Alarm System (Fire Detection and Alarm System) – Line Diagram of Proposed System
- Miscellaneous Details, Sections & Elevations of Electrical Connections, Mounting Details

4.2.9 Electrical maximum demand calculation;

Note: The electrical supply voltage is 400V/3Phase/60 Hz.

4.3 Three (3) sets Structural Plans (size of plan: 20" x 30"), IF APPLICABLE

4.3.1 Design & Computations

4.3.2 Specifications

4.3.3 Floor Framing Plan

4.3.4 Structural Details and Location of Wall Partitions

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4.4 Three (3) sets Mechanical Plans (size of plan: 20" x 30"), IF APPLICABLE

4.4.1 Show existing A/C Layout (As-Built) for System with Fresh air/outside Air provision. Any additional works or renovation shall require the following:

- A/C ducts and sizes / Ventilation ducts
- A/C equipments and its capacity
- A/C diffusers location, exhaust grilles, etc.
- LPG Layout, IF APPLICABLE
- Fire Protection System including sprinklers, fire extinguishers
- Design & Specifications

4.4.2 Proposed A/C Layout based on proposed Architectural Layout

- New location of A/C diffusers / grilles
- Additional A/C units, if needed
- Location of diffusers per zone
- Location of Thermostats
- Point of connection of new or relocated A/C units/ducts
- Show return air passage especially for multi – tenanted floors (as needed)
- Show piping connection or diagram for additional A/C units, control valves to be provided
- Existing to be retained shall be shown on dotted lines
- Proposed shall be shown on solid lines
- Service access on ceiling (Fixed Ceiling)
- Sections, details, miscellaneous details
- Volume flow on each A/C outlets
- Proposed Ventilation system

4.5 Three (3) sets of Plumbing and Drainage Plans (size of plan 20" x 30")

4.5.1 Design & Specifications

Include schematic diagram, invert elevation and section view of pipe run to main tapping point. Proposed plumbing and drainage connection points with preferred pipe diameters and materials

4.5.2 Isometric Drawings

4.5.3 Drainage System including floor clean-out, others

4.5.4 Proposed plumbing and drainage connection points with preferred pipe diameters and materials

4.5.5 Additional plumbing requirements such as backing through the walls or floor slabs and piping route must be clearly marked.

4.5.6 Drawings must show sections and details of penetrations through affected wall and floor slabs.

4.5.7 All drawings for plumbing works must be endorsed by the Tenant's licensed/registered plumber and structural engineer.

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- 4.5.8 In addition, Lessee shall undertake in writing to maintain the pipes and fittings and to be responsible for any leak or damage caused by the installation of these additional pipes and fittings.
- 4.5.9 Details of pantry floor waterproofing proposal. Alteration/change on the pantry floor waterproofing, if any, should be done by the base building contractor.
- 4.6 Three (3) sets Signage Plan (size of plan: 20" x 30")
 - 4.6.1 Detailed Specifications and Measurements
 - 4.6.2 Color/Scheme/Separation
 - 4.6.3 Power/Load Schedule
 - 4.6.4 Perspective
- 4.7 Other Services Plan to show clearly
 - 4.7.1 Proposed detectors for the Lessee's computer rooms to be connected to the Building's alarm system. Special fire suppression equipment for the computer room should be an independent unit.
 - 4.7.2 Details of any special services should be shown in a separate drawing. The location of the Building's and the Lessee's interface point must be indicated. The location run and associated details, where applicable, should be indicated as well
 - 4.7.3 Drawings indicating proposed works required to spread the loading of heavy equipment, if any, complete with calculations.
 - 4.7.4 Detail attachment of window roller shade to existing horizontal aluminum mullion. No fixing of roller shade support should be done, without prior notice and approval to the PROPERTY MANAGEMENT OFFICE

Note:

After receipt of the tenant's plans and technical specifications, the Property Management Office will review in conjunction with the building's consultant, and will provide a written response stating preliminary approval or further requirements within fifteen (15) working days. Any re-submission will also be processed within (15) working days.

Within 15 working days (not including Saturdays) of the date of receipt of your submission, you will be advised after consideration of your plans either of their acceptance or of alterations which are required by the Property Management Office to meet with their approval. Any re-submission will also be processed within 15 working days (not including Saturdays) of receipt.

Plans must be submitted as soon as possible. Please ensure your plans are as clear as possible and include all the details required to will avoid any delays.

Alterations to any approved fit-out without prior approval of the PROPERTY MANAGEMENT OFFICE is strictly prohibited.

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V. COMMENCEMENT

The fit-out works shall not commence until the following items have been carried out:

5.1 Submission of Government Permits

- Building Permit
- Electrical Permit
- Mechanical Permit
- Plumbing/Sanitary Permit
- Signage Permit

5.2 Approval of proposed Fit – out works and program by the PROPERTY MANAGEMENT OFFICE.

5.3 Approval of structural alterations by the Building Consultant and other relevant local authorities.

5.4 The Tenant's submission of the names of all his appointed contractors and the date of commencement of works.

5.5 Date of renovation and target date of completion with schedule of works.

5.6 Details of Scope of works

5.7 Payment of the Vetting fee and Utilities Deposit

5.8 Payment of the Construction Cash Bond.

5.9 Payment of the Contractor's All Risk Insurance.

5.10 Submission of an accomplished "Work Permit". Succeeding Work Permit shall be submitted every day until the project is complete.

5.11 Deployment of Security (PUMA Security Agency).

5.12 Deployment of Safety Health Officer.

5.13 Provision for Evaporative Coolers during fit-out period to ensure proper ventilation.

VI. APPROVAL BY AUTHORITIES

In approving the Tenant's fitting-out proposals, the PROPERTY MANAGEMENT OFFICE and their representatives accept no responsibility for ensuring that the proposals neither are suitable for the Tenant's purposes nor imply that the Tenant's proposals will be acceptable to the relevant local Government Authorities. The Tenant is required to make separate submission to the local authorities where appropriate.

VII. COORDINATION

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All contractors employed by the Tenant shall, if required by the PROPERTY MANAGEMENT OFFICE, coordinate their work with other contractors employed by other Tenants and contractors by the PROPERTY MANAGEMENT OFFICE or their representatives. Tenant and/or Contractor must ensure cleanliness and free access to the common areas, staircases, elevators and parking areas from their respective premises.

Any exception of the above shall require the written approval of the PROPERTY MANAGEMENT OFFICE. However, the PROPERTY MANAGEMENT OFFICE shall not be liable for any damage/s incurred by any contractor concerned.

VIII. FIT – OUT RESTRICTIONS

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

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

8.1 Curtain Wall

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

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

Walls parallel to the curtain wall shall have at least 3 m distance from the curtain wall

All Furniture shall have at least 0.5 m distance from the curtain wall.

To maintain color uniformity, no additional tint is allowed even in the interior surface of the window panels.

Holes are not allowed to be drilled in the aluminum mullions and transoms neither should these components be used for anchorage to bear load or be altered or changed in whatever form or make.

No part of the window can be replaced by material other than what is specified and currently in place.

Coordinate with Property Management Office for the details of roll up curtain to be installed.

8.2 Partitions

Partition design shall conform to code criteria for fire rating, acoustical rating, return air provisions, flame spread and thermal insulation. If space is a quadrant, partition adjacent to other tenant must have rockwool insulation (at least 100kgs/m³) for sound proofing.

Solid partitioning should be constructed from standard 50mm steel studs, with a single layer of taped and set plasterboard to each side, and with a painted finish. Wall finishes

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shall be of fire resistant e.g. gypsum board. Termination on the nearest glass frame/mullion should have at least $\frac{3}{4}$ inch space from the mullion to the partition.

No wall finish shall be directly attached to existing CHB / concrete wall.

All partitions terminating to the exterior glass curtain wall should be aligned or terminated on the vertical mullion of the exterior glass wall. If termination between the gypsum wall partitions and existing building glass window frames/mullions are not aligned, terminate the wall partition to the nearest glass frame/mullion with a minimum clearance of 300mm using a 12mm thick frosted glass resting on the extended partition wall terminated on the concrete surfaces from the ceiling and floor line using rubber clear sealant.

Layout wall partitions avoiding glass windows and terminate on the concrete wall (Termination A) as much as possible. At no instance shall the mullion, sill closure or any part of the curtain wall be subjected to any pressure/load nor is any permanent fixing allowed. Rubber gaskets are recommended to be used as sealing material to abut to the vertical mullion.

All partitioning work shall be non-combustible dry partitioning. Glass in partitions may extend down to the floor level. Tempered glass is to be used where required.

The structural loading used lightweight partitioning as the criteria for wall. It is therefore imperative that this must conform to when planning for any alternative to the current drywall gypsum board.

Wall that is common to two units or wall separating a unit from a public area should not be changed.

When necessary, bead stops for all wall corners have to be provided following the original detailing of the bead stops.

8.3 Lighting Fixtures

Location and type of fixtures including bulbs and its color should be approved by the Property Management Office before installation.

The use of warm light color of bulbs and other light fixtures is highly recommended.

Assumed Internal Heat Load sources:

- o 1.0 People = 230 Btu/Hr. Sensible Heat & 120 Btu/Hr. Latent Heat
- o 2.0 Lights = 21.53 Watts/m² x 1.25 Ballast Multiplier
- o 3.0 Equipment Heat Emission = 32 Watts/m²

8.4 Ceiling

Drop ceiling is allowed preferably with the use of non-combustible materials like gypsum board, fiber-board acoustic tiles or mineral board on metal frames.

Ceiling lights can be added up to the capacity of the branch circuits or without exceeding the maximum panel board ampere trip rating.

Use lighting fixtures with direct line voltage rating so that ceiling mounted Transformers can be avoided.

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Use only underwriters list (UL) approved intermediate metallic conduit (IMC) for exposed power and lighting circuits within the drop-ceiling. Wire connecting the lights into the circuits should be housed in flexible metallic conduit.

Sprinkler pipe in the ceiling is not to be used to support or carry the lighting fixtures, ceiling metal frames and other items.

8.5 Internal Lay-out

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

8.6 Electrical

Maximum panel board ampere trip rating should not exceed allowable per unit. Breakers to be used should be Square-D Brand.

The Contractor is to submit load schedule to the Property Management Office for the capacity of the Main Panel.

Available power is 400 volts, 3-phase.

Specifications of Conduits

To use intermediate metallic conduit (IMC) for all power feeder supply, auxiliary system and for circuits in the ceiling and dry-wall partitions, horizontal branch circuit for FDAS and EVAC and other security system (VEP).

Unplasticized polyvinyl chloride (uPVC) Sch. 40 for power circuits is allowed only in embedded in slab encased in concrete.

Electrical boxes should be gauge 16 UL approved.

Acceptable wires and cables are Phelps Dodge American Wires & Philflex.

8.7 Air-Conditioning

AC units (ACCU,FCUs, & SPUs) were already provided by the building. The FCUs & SPUs terminal units related to the area of your premises are designed to provide sufficient cooling capacity to maintain temperatures within the premises for normal office activities.

The assigned ACCU,FCUs and SPUs in the leasable areas were provided to the tenant for free but the installation cost of the unit including the labor and materials for the duct works shall be the tenants' expense.

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

If therefore your design calls for large numbers of such fittings, you must consider the effect on the total heat load generated. Design AC capacity for the building is 22-24sqm/TR.

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Assumed Internal Heat Load sources:

- o 1.0 People = 230 Btu/Hr. Sensible Heat & 120 Btu/Hr. Latent Heat
- o 2.0 Lights = 21.53 Watts/m² x 1.25 Ballast Multiplier
- o 3.0 Equipment Heat Emission = 32 Watts/m²

Designer should only use linear diffuser in their design and layout for the leased premises.

Enclosures for SPU units will be provided by tenant, area must be at least 9 square meters.

Tenant to provide wall brackets for support of SPU water lines.

Aside from breakers within the space, Tenant to provide isolation control breakers of SPU units to be placed inside the EE room.

8.8 Plumbing

Additional water lines shall be hydrostatically tested at 150 psig maximum.

Revised sewer lines shall be gravity tested for leaks/or at 50 psig maximum.

Additional fixtures shall be vented individually and tapped to vent provisions.

All pipes are to be supported by hangers equal or better that the existing.

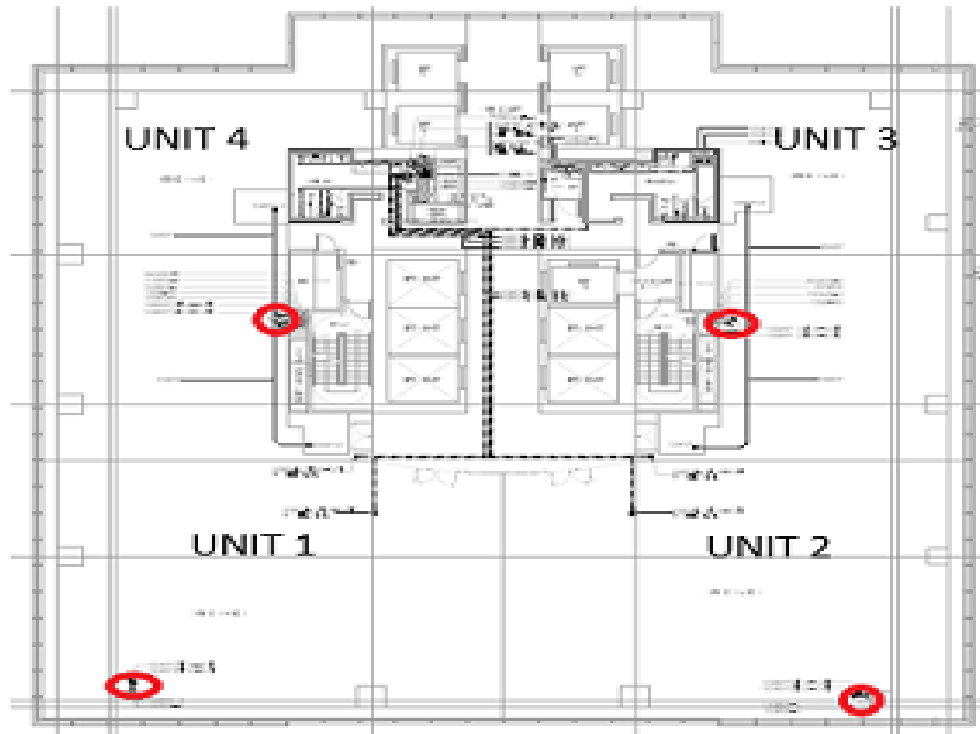
All revisions in the plumbing system should comply with the National Plumbing Code of the Philippines.

Relocation of toilets and baths are not allowed.

Contractor must submit coring plan prior to tapping.

Pantry must be located where the sewage and vent provisions are (floor below). You may refer below for sample floor plan.

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8.9 Structural and Core Wall

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

Mezzanine floor within the unit shall not be permitted.

Columns, beams and other parts of the structural framing plan are not in any manner be subjected to alteration or imposition of loads that will impair the strength of the individual member or of the whole framework.

The prohibition against chiseling or chipping of the floor slab should be strictly adhered to Structural Framing Plans.

8.10 Ceiling Void

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

8.11 Lease Line of Demised Premises

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

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8.12 Special Topics

FIRE PROTECTION GUIDELINES

Sprinkler lines with heads were provided by the building but relocation works due to partition or ceiling issues shall be charged to the tenant.

Standard sprinkler coverage should not exceed 200 square feet per sprinkler head. For sidewall extended coverage used, the limit is 400 sq.ft. per maximum length of coverage of 7.0 meters. All sprinkler heads shall be "Quick Response" Type.

Revisions in the sprinkler system can only be allowed if the tenant secures the written approval of the building's original sprinkler services and/or the engineer on record who designed the system.

Interruption/resumption in the sprinkler services must be coordinated by the fit-out contractor with the Property Management Office who shall issue the necessary instructions to all concerned related to the closing and opening of valves.

Sprinkler pipes are to be painted red, provided with adequate support and should not be used to support lighting fixtures or other fixtures.

Minimum distance between lighting fixtures, air duct diffusers, etc. and the sprinkler head should be one foot or 300 mm.

Fire code requirement for portable extinguishers is one ten pound for ABC fire in the kitchen and in general, travel to an approved extinguisher should not be more that 22 meters.

Specified materials: While the sprinkler system is being drained or filled and throughout the period it is closed, a personnel from the fit-out contractor designated as the Fire watch must at all times be ready with the appropriate fire extinguishers.

In no case shall the fire protection system be left close after each working day. The fit-out contractor is obligated to ensure that all sprinkler pipes within their work area is filled with water and would function before ending their day's work.

Tobacco smoking is strictly prohibited.

All installation shall comply with NFPA#13 and 14 or the local Fire Code.

On-site hot-works as in the use of welding machine and/or oxy-acetylene should be avoided. If at all justified by the contractor to the management, safety procedures including but not limited to special "hot works permit", qualified supervision and other measures deemed necessary by the property manager will be imposed to the contractor through the unit tenant.

Drain and Refilling Fee is charged at Php 2,000 payable to **Alphaland Makati Tower Inc.**

NOMINATED CONTRACTOR : PHILIPPINE PLUMBING CONTRACTOR INC

8.13 Floors

No heavy point loads shall be imposed on any floor areas of the

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Building without Building Management written consent.

Floor Loading

Live load for each floor:

• Mechanical Rooms	Actual Load or 250	psf
• Elevator Machine Rooms	Actual Load or 250	psf
• Roof Deck over Mechanical Room	150	psf
• Electrical/Telephone Rooms	Actual Load or 150	psf
• Stairs, Lobbies and Corridors	100	psf
• Balconies	100	psf
• Office	60	psf
• Toilets	60	psf
• Driveway	50	psf

Other Live Loadings

• Genset, Transformer Rooms	Actual Load or 250	psf
• Machine Room above Elevator	Actual Load or 250	psf

Dead Load

- Roof over Mechanical Room

Construction Dead Load Slab 150 mm and 170 mm thick normal wt. conc	150	psf
--	-----	-----

Superimposed Dead Load Topping (50mm allowance)	25	psf
Water Proofing	10	psf

- Elevator Machine Room

Construction Dead Load Slab 150 mm and 170 mm thick normal wt. conc	150	psf
--	-----	-----

Superimposed Dead Load Topping (50mm allowance)	50	psf
Water Proofing	10	psf

- Typical Office Floors

Construction Dead Load Slab 125 mm, 150 mm & 170 mm thick normal wt. conc	150	psf
--	-----	-----

Superimposed Dead Load Topping and Finishes	25	psf
Partitions (Lightweight)	25	psf

CONSTRUCTION GUIDELINES

8.14 Penetrations

All penetrations through the slab above or below the Demised Premises must have Building Management's prior approval. This work may then be carried out by Building Management at Lessee's expense.

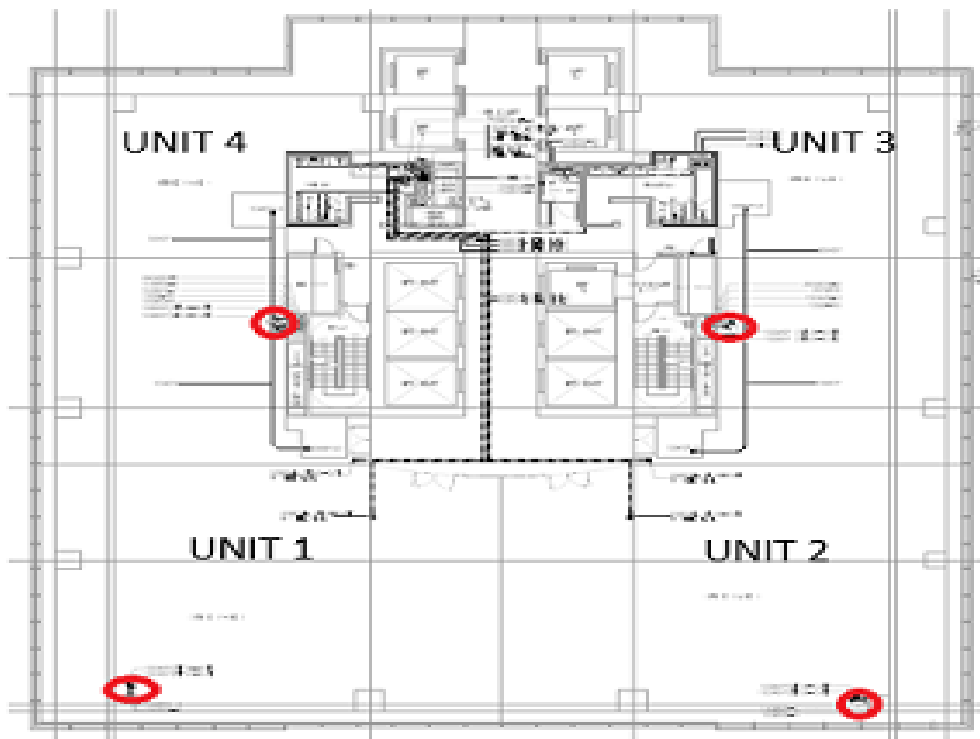
8.15 Pantry and Toilet Provisions

Should a wet area be included in the Demised Premises, the full details of waterproofing method must be submitted together with the plans. Methodology of application must follow international standards. The regular maintenance of the waterproofing must also be specified in the details.

All additional Pantry and Toilets shall be placed near the core where the sewer and vent pipes are located.

Contractor must submit coring plan prior to tapping.

Pantry must be located where the sewage and vent provisions are (floor below). You may refer below for sample floor plan.



8.16 Doors

The Lessee must indicate on his submission the location of the main doors to the office space. Main entrance doors (double or single leaf) should be as per building standard.

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Additional exit doors must be 2 hrs. Fire rated. The exterior surface of the door should remain as it is originally designed.

Tenant's main entrances shall be glass doors 12 to 15mm (1/2" to 3/4") thick, 2400mm height tempered clear glass swing type frameless glass door w/ overhead door closer mechanism and stainless steel handle.

Use glass doors only for openings along the lift lobby areas. No wood and metal doors for the main office entrance; use frameless glass door. The secondary door for quadrant tenants must comply to description below:

- single leaf steel door on steel frames with 1.5-2hrs fire rating
- provision for sight glass
- with panic exit device and door lever
- epoxy paint finish

8.17 Company Logo and Signage (inside tenant's premises)

The design of proposed signage shall be submitted to Building Management Office for clearance before installation.

8.18 Ramps

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

8.19 Nominated Contractor

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

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

- Fire Detection

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

NOMINATED CONTRACTOR : PULSER ENTERPRISES

IX. REGULATIONS

Company should ensure that his consultants and/or contractors are informed of the following:

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9.1 A liaison person (i.e., one coordinating the works) shall be appointed by the Tenant and his name and contact numbers shall be given to the PROPERTY MANAGEMENT OFFICE for efficient communication.

9.2 The liaison person shall be responsible for coordinating the execution of the fitting-out works and shall observe all instructions given by the PROPERTY MANAGEMENT OFFICE from time to time. This will be the only contact during the fit-out. No other persons / comments / correspondences will be addressed by the PROPERTY MANAGEMENT OFFICE.

9.3 Working hours are from **8:00 AM to 5:00 P.M. Mondays to Saturdays** only. Prior written approval will be required from the PROPERTY MANAGEMENT OFFICE for extension of these hours if so required.

PROPERTY MANAGEMENT OFFICE will notify security in writing that work will be done beyond the regular working schedule.

Failure to adhere to this policy will force security to require the tenant/contractor to stop working and leave the building immediately.

9.4 All workers and contractors passing in and out of the building must be included in the Worker's Access Permit from the PROPERTY MANAGEMENT OFFICE which must be posted on the work site.

9.5 No worker and contractor will be allowed to enter the building without this permit. The PROPERTY MANAGEMENT OFFICE or his authorized representative will evict anyone not included in such permit.

The contractor should submit to the PROPERTY MANAGEMENT OFFICE the list of names of workers authorized to work in his unit.

All workers listed in the approved Workers Access Permit are authorized for issuance of the official fit-out I.D. All workers should wear their respective official Identification Cards (IDs) while on duty. No worker will be allowed to work without an official ID.

Prior to start of fit-out work/s, the contractor shall submit all accomplished staff/worker's fit-out I.D. together with the approved list of names of staff & workers / Workers Access Permit at the PROPERTY MANAGEMENT OFFICE. All I.D.'s whose names are not in the approved list of names of staff & workers will not be approved and will be confiscated.

The following information should be accomplished properly in the official ID prior to submission and signature of the Property Manager:

EXAMPLE:

- | | | |
|----|------------------------------------|-----------------------------------|
| a. | Building Name | Tower 6789 |
| b. | Company Name | CONTRACTOR |
| c. | Floor Level & Space No. | 5 TH FLOOR / SPACE NO. |
| d. | Staff/Worker's Name | JUAN DELA CRUZ |
| e. | Tenant's Authorized Representative | LIASON OFFICE |

CONSTRUCTION GUIDELINES

- f. Property/ Manager Name and Signature

The ID shall be properly laminated to avoid tampering.

Unauthorized use of Fit-out I.D. shall be subjected for confiscation of I.D. and the security to require staff/worker to leave the building premises.

The ID shall be worn at all times while inside the building premises. NO ID, NO ENTRY policy will be strictly implemented

- 9.6 Prior to the commencement of works on site all contractors must sign the contractor sign in /sign out register. By signing in, you are acknowledging that you understand the Property House Rules and will abide by them at all times. If you are found working on site without having signed in, you will be made to cease work immediately and go to sign in. If you repeatedly commence works on site without signing in, you will be removed from site immediately and may be refused entry to site in the future.

When you have finished work for the day, you must return to sign out in the above register

The Tenant/Contractor shall ensure that all staff, workers, supervisors and other parties to property security to be logged in/out on a daily basis.

- 9.7 The PROPERTY MANAGEMENT OFFICE shall designate the location of entry/exit point of all staff/workers.

- 9.8 All workers, contractor passing in and out of the premises will not be allowed to use the passenger elevators.

The use of passenger elevators for material delivery is likewise prohibited; use only the freight elevator.

- 9.9 The PROPERTY MANAGEMENT OFFICE and their representatives will not accept any responsibility for any loss of tools, equipment or building materials. The contractor is solely responsible for the security of their tools equipment and materials.

In case of loss or theft, the contractor should report the case to the PROPERTY MANAGEMENT OFFICE for investigation.

- 9.10 All machines, tools, equipment, parcel or building materials entering / leaving the building should have a "Gate Pass" from the PROPERTY MANAGEMENT OFFICE duly approved by the Property Manager or his authorized representative. Otherwise such material, equipment, parcel of material will not be allowed to be taken IN/OUT of the building.

- 9.11 Any inflammable and hazardous material to be brought into the building needs prior approval of the PROPERTY MANAGEMENT OFFICE. If such items are allowed to be brought into the building, they must be stored in accordance with the requirements of the PROPERTY MANAGEMENT.

- 9.12 No building materials shall be placed outside the Tenant's premises, in the corridor, elevator lobby or in any public and common areas.

- 9.13 Every member of the workforce is required to wear the required Personal Protective Equipment (PPE) while inside the construction premises. The PROPERTY MANAGER or his authorized representative will evict anyone who is attired improperly.

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All fit-out workers must be in uniform, T-shirt should have at least the name of the company he is working for, long pants and safety shoes. Sleeveless shirts, short pants, sandals, slippers and the like are not allowed inside the building premises.

- 9.14 No Loitering
- 9.15 Designated comfort rooms facilities, water and waste water disposal points will be provided for the contractor's employees. The contractor's employees and workers must not use other comfort room facilities, water or waste disposal point in the building
- 9.16 Bathing, washing, drying of clothes in the comfort rooms is strictly prohibited.
- 9.17 Cooking and sleeping inside the unit or within the premises of the building are strictly prohibited.
- 9.18 Fit-out staff/workers can eat outside the work area but should provide trash bags, brought out of the building daily, for food waste/leftovers.
- 9.19 No worker shall use the fit-out area as sleeping quarters; they should enter and leave everyday.
- 9.20 Bringing-in of deadly weapons, bicycles or motorcycles in any part of the building is strictly prohibited.
- 9.21 Gambling, drinking of liquor, smoking, loitering and bringing in and / or using of prohibited drugs are strictly prohibited.
- 9.22 Intoxicated staff/workers will be barred from entering the building premises.
- 9.23 No air-conditioning will be supplied during the fit-out decoration period.
- 9.24 Direct connection to the light points in the Common Areas is prohibited.
- No temporary leads or connections are allowed for safety purposes.
- If requested, the PROPERTY MANAGEMENT OFFICE may provide temporary electricity service for the account of the Tenant.
- Disconnection of power supply and work stoppage plus maximum of PhP 10,000.00 monetary penalty will be accessed for violation of this item.
- 9.25 No worker is allowed to carry out any work in the corridor, elevator lobby or in public and common areas.
- 9.26 No contractor is allowed to use the fire hose reel for water to mix cement or for any other purpose whatsoever.
- 9.27 The Tenant/contractor should provide adequate protection for the fixtures, fittings and finishes in the Common Areas/Leased Units of the Building e.g. ceilings, light fittings, panelling, floors, walls, doors, granite surfaces, ducts, fan coil units, glass window/frames, other equipment, etc. in accordance with the specifications of the PROPERTY

CONSTRUCTION GUIDELINES

MANAGEMENT OFFICE, to ensure that the same are not damaged in any way by reason of the fit-out works of the Tenant, as follows:

The Tenant shall provide a temporary board up for the leased premises prior to start of fit-out works.

Board up shall be constructed of 1/4" thick plywood on wooden/steel studs, painted white with a provision for an access door, PVC type door with window for inspection purposes. This door shall swing towards the leased space so as not to obstruct traffic in the hallway. It shall remain closed at all times during construction and shall be properly padlocked during non-construction hours. Cost of board up is shouldered by the Tenant.

Ceiling acoustic boards should always be handled by clean white gloves, and it is strongly recommended that all acoustic boards which are required to be lifted during the course of the fit-out works be removed and only replaced when the fit-out works are nearing completion. Any ceiling board showing evidence of dirty marks or having been touched up, shall be rejected.

Light diffusers are also recommended to be removed during the fit-out work, and the troffer sealed with plastic to avoid dust ingress.

Fan coil units sealed with plastic to avoid dust ingress.

A suitable floor mat must be placed just inside the hoarding and plastic sheeting must be set-up prior to the commencement of any fit-out works, to prevent dust entering the adjacent unit, common area and other building premises.

Approved wall, floor and door covering should be provided in the freight/service elevator, fire exit stairwell, hallways and in other common areas designated by the PROPERTY MANAGEMENT OFFICE during deliveries/pull-out, fit-out works and other activities.

The approved coverings should be installed in a manner that it will remain for the whole duration of the fit-out and can only be removed prior to approval of the PROPERTY MANAGEMENT OFFICE.

Approved floor mat or ply-board properly joined using adhesives tapes e.g. masking tape, packaging tape shall be provided by the Tenant to cover and protect the flooring at the passenger/freight elevator lobby during delivery of construction materials and/or pullout of debris, construction waste, etc. Floor areas to be covered shall be designated by the PROPERTY MANAGEMENT OFFICE.

All efforts possible must be used to minimize the occurrence of dust

Any damage/s to the existing building finishes and/or equipment resulting from the fit-out work shall be rectified by the building's accredited contractor and the cost billed from the Tenant and/or its contractor.

All costs incurred to repair any damages to the said Common Areas shall be borne by the Tenant concerned, and the PROPERTY MANAGEMENT OFFICE is authorized to deduct the same from the Construction Cash Bond.

- 9.28 No waste materials shall be discharged into toilets or waste hand basins. Tenant shall be fully liable for any damage caused to the fixtures or fittings on the public and common areas or to the clogging of pipes as a result thereof.

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- 9.29 One (1) 20-lb ABC dry chemical type Fire Extinguisher per 75 sqm of work area must be provided at all times within the premises. (RA 9514, Section 10.2.6.7) and there must be 2 units of 100-lb dry chemical type fire extinguishers.
- 9.30 All Contractors on site must carry a suitable first aid kit at all times located on the work site or tenancy and shall familiarize themselves with the premise's First Aid facilities. All Contractors shall provide First Aid training to personnel to be engaged at the Property to comply with the EH&S requirements.
- The Contractor must supply adequate First Aid facilities for their work, but as a minimum a first aid kit must be on-site with the Contractor.
- 9.31 No signs, posters, notices or promotional announcements will be allowed to be displayed on the corridors, lobbies or exterior portion of the building.
- 9.32 All hot works e.g. welding, grinding, cutting, coring works, spray painting and other works which directly affects the operations of other Tenants and/or the base building facilities due to safety considerations and inconveniences e.g. noise, vibrations, odors, etc. are subject to the PROPERTY MANAGEMENT approval prior to commencement.
- 9.33 Prior to welding, grinding or cutting operations, which use or generate heat, flame or sparks, a "Hot Work Permit" must be obtained from the PROPERTY MANAGEMENT OFFICE and completed.

Contractors must comply with the "Hot Work Permit" form which requires the use of approved non-flammable shields and all necessary equipment in case of fire, including, fire extinguishers securely attached to each electric, Oxy-acetylene or Oxy-LPG welding plant brought into the Property and the provision of an adequate supply of water.

NOTE: The Property installed Fire Extinguishers must not be used for the above purpose.

Contractor to provide and install a separate circuit breaker and electric cable with correct capacity for the power supply of the welding machine and other equipment and subject for final inspection and approval of the PROPERTY MANAGEMENT OFFICE prior to start of any "hot work" activities.

A fire watch must be maintained for 30 minutes after the hot work activities have ceased.

A "Hot Work Permit" will not be issued when fire sprinklers are isolated or impaired, unless the works are being undertaken on the fire sprinkler system. Only the Property Manager may authorize the isolation of fire safety systems. Under no circumstances are fire safety systems to be isolated until this authority is received.

Hot works will only be permitted from Mondays – Saturdays (8 A.M. – 5 P.M.) only.

The PROPERTY MANAGEMENT OFFICE reserves the right to restrict hot works e.g. welding, grinding & cutting within the specified period of time.

- 9.34 The Building is a live structure and noise can be transmitted some considerable distance from its source.

Tenants and occupants of nearby residential buildings are entitled to quiet enjoyment of their tenancies, and under no circumstances are disruptive noise activities that affect the public to be carried out between the hours of **6:00 PM and 7:00 AM Monday to Saturdays.**

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Noise which has proven to be disruptive and must be within the hours of 7:00PM to 6:00 AM Monday to Saturdays include, but not limited to:

- Drilling
- Grinding
- Carpet smooth edge installation
- Floor grinding
- Core holing
- Attaching fittings such as sprinkler pipe work, ceiling track etc
- Cutting of aluminium and stone
- Laying hard floor, eg. timber, granite, etc
- Jack hammering

The relocation of ladders, mobile scaffolds, and wheeled rubbish carts may also cause a considerable amount of noise.

Radios and other audio players are strictly banned.

The PROPERTY MANAGEMENT OFFICE reserves the right to restrict disruptive noise activities within the specified period of time.

The Tenant/contractor shall make due allowance to comply with this clause, and shall immediately cease any activities which is deemed by the PROPERTY MANAGEMENT OFFICE to create disruptive noise.

The PROPERTY MANAGEMENT OFFICE may stop or suspend any work if such work creates a nuisance to the Public in general or affect the interests of the Building and its Tenants.

- 9.35 Building services keys for plant rooms, building risers and areas other than tenanted space are issued, subject to approval from Property Manager.

Any keys that are issued to contractors are the sole responsibility of that contractor, until such time as the keys have been returned to the PROPERTY MANAGEMENT OFFICE and the appropriate "Return of Keys" form has been signed indicating the return of such keys.

If any keys are lost, misplaced or damaged in any way whatsoever by the responsible contractor, the full cost associated with the replacement of such keys and associated master keying requirements is to be borne by the contractor.

- 9.36 All accidents &/or injuries, major or minor, are to be reported to the PROPERTY MANAGEMENT OFFICE. An Incident Report is to be completed on all incidents, near misses and first aid treatments and submitted to the Property Manager.

The tenant, contractor and their employees are required to co-operate with the PROPERTY MANAGEMENT OFFICE in any subsequent investigation or inquiry into the accident/ incident.

Major incidents of facilities may result in the LANDLORD requiring the Tenant to close the work site.

- 9.37 No site accommodation will be permitted on the site unless approved in writing by the PROPERTY MANAGEMENT OFFICE. Outdoor canteens will not be permitted. Pedestrian food vendors will not be permitted to enter the project site.

- 9.38 The PROPERTY MANAGEMENT OFFICE or its duly authorized representative reserves the right to be given access at any time to the fit-out work area to conduct

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inspection, repair, additional, or any related work or utilities located inside the leased space.

- 9.39 If in the opinion of the PROPERTY MANAGEMENT OFFICE, additional security requirements are necessary, the PROPERTY MANAGEMENT OFFICE reserves the right to charge the Tenant for additional security costs as well as all other costs incurred during overtime work/s.
- 9.40 The PROPERTY MANAGEMENT OFFICE and its authorized representative e.g. administration & security is given authority to issue violation slips on fit-out staff/workers who violates the Rules and Regulations stated in this Fit – Out Guidelines
- 9.41 Tenant is required to indemnify LANDLORD against any claim of damage caused due to the installation of his fit-out works.
- Should any person or person or property be damaged, or injured including injuries causing or resulting in death, by the Tenant, or be any of his contractor, or by any person or person employed under them in the course of the performance by them of this agreement or otherwise, resulting from any action or operation under this agreement, whether by negligence or otherwise, said Tenant shall alone be liable, responsible and answerable there for and does hereby agree to and with the said LANDLORD to hold harmless and indemnify the LANDLORD of and from all claims, suits, actions, costs, counsel fees, expenses, damages, judgements or decrees by reason thereof.
- 9.42 PROPERTY MANAGEMENT OFFICE will allow 24 hours of fit-out works as long as it will not affect the business operations of other tenants and nearby commercial buildings and residential condominiums.
- 9.43 Once possession of your premises has been granted, you are fully responsible for its security. This will be particularly important during the fit-out period and your contractors should be instructed accordingly.
- 9.44 Security services for the Units shall be provided only by a security agency approved by Management which shall ensure that the security arrangements of the other Units and Premises will not be adversely affected.
- 9.45 The PROPERTY MANAGEMENT OFFICE reserves the right to impose any reasonable additional regulations which he may consider necessary at any time.
- 9.46 The tenant is responsible to the management for the acts of fit-out crew contracted by the owner to do work inside the unit.
- 9.47 The tenant is responsible in knowing the conditions of the warranties are properly considered in the design and in the execution of the unit's fit-out.
- 9.48 The tenant is liable for the damages that may arise out of the acts of the people contracted to do the fit-out. In being liable, the tenant is charged the amount of the repair cost through the cash bond which the owner should then replenish immediately to keep the bond at all times.
- 9.49 The tenant should indemnify Tower 6789 or its representative or the management and any of its employees for any fault, case, or accidents arising out of the proceedings in the fitting-out of the owner's unit.

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- 9.50 The management is only responsible for reviewing the plans to ensure that no system in the building is violated by the fit-out and this review does not make liable for the non-compliance of the design in the conditions of the applicable warranties.
- 9.51 Within the responsibility of the management is to stop the fit-out work if violations to the House Rules, Security rules, Fit-out Guides continue despite verbal or written notices given to the fit-out contractor.

ADDITIONAL FIT-OUT GUIDE FOR OCCUPIED BUILDING

To the extent possible, use materials that are non-toxic and not hazardous to health and safety of the workers and other occupants of the building. For the management to monitor compliance, the submission of Material Safety Data Sheet of all materials is required.

Use adhesives, solvents and organic compounds that are stable over time.

Provide storage and handling procedures for potentially dangerous materials.

Provide site protection to minimize hazard for existing occupants.

Demolition should be handed to minimize dispersion of dust, volatile organic compounds and other airborne pollutants.

Ensure a re-commissioning of all systems after fit-out.

Submit to the management three days in advance the schedule of nuisance work such as painting, varnishing, chiseling, drilling and similar noisy and obtrusive work. Wait for the approval before proceeding with the work.

When highly irritating compound is used such as varnish or painting, the area should be sealed off to isolate the smell and block off its pathway going out of the area to be painted. Then a local temporary exhaust should be provided to create a stronger negative pressure in the work area to further prevent flight of the offensive smell outside of the work area. The local exhaust should be vented directly outside the building but in areas where re-entrained fumes is not possible to occur.

As contaminants are possible to cling to clothing and to prevent workers from being carriers of the contaminants, they are not allowed to go out of the unit they are working on without changing their working clothes.

To continually create differences in pressure to favor the occupants, the air-conditioning units in the unit where work in on-going should be turned-off.

Contractor must use only the designated service elevator in hauling and delivery of materials.

X. DELIVERY AND TRANSPORT OF MATERIALS

- 10.1 All goods are to be delivered via the loading bay. All delivery drivers and workers are to obey all traffic signs, House Rules, Car Park Rules and all instructions issued by the PROPERTY MANAGEMENT OFFICE
- 10.2 The Lessee shall advise the PROPERTY MANAGEMENT OFFICE in writing of the commencement of its fit-out works and the dates on which goods and materials are to be

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delivered. The Lessee shall instruct its contractors to contact the PROPERTY MANAGEMENT OFFICE to confirm the following matters:

- Time of deliveries

Delivery of construction materials shall only be from **9:00 AM to 11:00 AM (Morning Shift) and 2:00PM to 4:00PM (Afternoon Shift), Mondays to Saturdays** only using the loading / unloading bay and other designated areas for ingress/egress as identified by the Property Management Office.
- Allocation of loading areas – basement 2. Each Lessee and its authorized representative/suppliers are given a maximum loading and unloading time of thirty minutes (30 minutes). No stand-by of delivery vehicle will be allowed at the loading/unloading bay and/or to any area within the building premises e.g. parking slots, open space, etc. before and after the allotted delivery/pullout time schedule.
- Allocation of service elevator – To schedule delivery of materials and use of freight elevators, please coordinate with the Property Management Office. Reservation of assigned loading / unloading bays and freight elevator will be on a First Come, First Serve basis. Prior written approval will be required from the Property Management Office for deliveries beyond the regular delivery schedule if so required.

All materials are to be unloaded at the loading bay area. The loading bay should not be used as a staging area, therefore all construction materials and goods delivered on site must be brought directly to the lessee's premises under alterations. Materials delivered shall be in proper containers. Overflow or leakage from containers will not be tolerated. All dollies, hand trucks, jacks, etc. shall be in good condition; iron wheels are not permitted in the building. No storage or staging of materials is allowed in public corridors or arcade; storage is not available in building for materials, scaffolding or construction equipment.

Arrange the handling of material into and out of the building so as not to cause any interruption of the building's normal functions. All of the above shall be carefully checked to determine management schedules.

Any damages caused by transporting of items from the designated loading bay to the lessee's premises shall be assessed and correspondingly charged to the Lessee.

- 10.3 No removal or delivery is allowed without prior approval from the PROPERTY MANAGEMENT OFFICE.
- 10.4 Heavy or voluminous items should not be transported using the elevator without prior approval of the PROPERTY MANAGEMENT OFFICE.
- 10.5 Any damages caused by transporting of items shall be assessed and correspondingly charged to the Lessee.
- 10.6 The use of passenger elevators for material delivery is strictly prohibited. Workers are not allowed to use the passenger elevators.

XI. TESTING AND COMMISSIONING

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The Lessee's contractor shall inform the PROPERTY MANAGEMENT OFFICE (through a written request) to witness the following:

- Fire Protection: hydro – Test and Smoke alarm test
- Plumbing and sanitary: flood test, flow test, pressure test
- Electrical: insulation test, load test, circuit test
- Mechanical: Air balancing and leak test

Testing and commissioning result should be submitted to PROPERTY MANAGEMENT OFFICE for record purposes and as a requirement for the issuance of Construction Deposit.

XII. POST CONSTRUCTION

The Lessee should write to the property management that the fit-out is completed and request for the release of the cash bond.

The Lessee's contractor shall submit 3 sets of as-built drawings, signed and sealed. Plus a soft copy of each system on CAD format via E-mail or RW/CD

The PROPERTY MANAGEMENT OFFICE shall conduct a final inspection to ensure construction was done according to approved plans. Rectification works shall be done as necessary at Lessee's and/or his contractor's expense.

The Lessee and his contractor shall submit copies of the following:

- Business Permit
- Occupancy Permit
- Certificate of Final Electrical Inspection
- Fire Safety Inspection Certificate
- Testing results, AC, Electrical, FP, Smoke Detector, Sanitary
- Copy of As built plans transmitted to Makati City Hall Engineering or PEZA office.
- Completion of punch listed rectification works.

Should there be alterations in any system which is part of a centralized network, the fit-out contractor should submit to the property management the result of the test conducted on such system.

Any damage attributes to the fit-out contractor or is incidental to the fit-out work will be charged to all the bonds. Please note that any damage caused during the fit-out is immediately chargeable to the cash bond and the tenant is obligated to replenish the bond and keep it intact at all times.

Unpaid utilities such as water, gas and power shall be deducted from the cash bond.

Certificate of completion attesting to the completeness of the work and warranting that the completion has not in any manner affected any part of the centralized system such as but not limited air-conditioning power, communication, water, sewerage, etc. is to be submitted by the fit-out contractor.

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Fit-Out deposit shall be released upon completion of all punch list items and submission of the above requirements