

FIT-OUT/CONSTRUCTION GUIDELINES

INTRODUCTION

Your premises forms part of the Pacific Star Building, which is managed by Century Properties Management Inc. (CPMI). Fitting-out of leased premises must be coordinated with the building administration to ensure adherence to its construction/fit-out regulation.

This guideline has been prepared to assist you in planning your premises and streamlining your fit-out process as effectively and expeditiously as possible.

1. PRE-CONSTRUCTION PHASE

- 1.1. Lessee's Letter of Endorsement for chosen contractor. The elected contractor/tenant shall assign a Project Coordinator who will be responsible for coordinating the execution of the fitting-out / renovation work and shall ensure compliance to all instructions and requirements by the Building Management. No other person aside from the named Project Coordinator shall be entertained by the Building Management all throughout the fitout/construction period.
- 1.2. Submission of the required set of plans in forms specified in par. 1.12 at the Engineering Office located at Basement Level 1, Pacific Star Building. When necessary, the contractor may be called for a meeting with the Facilities Manager or Shift Engineer to discuss matters relating to the plans submitted.
- 1.3. Comments/assessment on the plans submitted will be available within Three (3) working days from receipt thereof. Revisions/alteration, if any, may require re-submission to which review will also be subject to another Three (3) working days.
- 1.4. Fit-out/renovation shall only commence upon receipt of approved plans and building permit issued by the Makati Building Official. Due to time constraint, however, the management may issue a notice to proceed (NTP) upon submission of a copy of official receipt representing Building Permit application.
- 1.5. **Evaluation Fee**
A fixed evaluation fee of P10,000.00 payable to Pacific Star Building Condominium Corporation shall be charged to cover the review of Architectural, Mechanical, Electrical and Sanitary designs. Should the proposed layout require the expertise of a Structural Consultant, a separate consultation fee will be charged to the tenant.
- 1.6. **Monitoring Fee**
The amount of P25,000.00 payable to Pacific Star Building Condominium Corporation to cover the monitoring and regular inspection of the project from start to finish including the testing and commissioning of facilities and snag listings prior to turn-over will be imposed.
- 1.7. **Construction Bond**
A refundable deposit of Php100,000.00 or Php200/sqm. of the leased area whichever is higher is required to ensure compliance to the herein fit-out/construction policy. The said amount shall be paid to Pacific Star Building Condominium Corporation and refund of the same shall be subject to compliance of 4.3 herein mentioned.

- 1.8. Security Deployment
The tenant through the Property Management Office shall provide security deployment at the start of fit-out/construction until completion for project of more than 3 calendar days and more than 3 workers. Charges of which shall be for the account of the tenant.
- *To be shouldered by the Contractor*
- 1.9. Contractors All Risk Insurance (CARI)
The tenant upon approval of the working drawings shall post a Contractors All Risk Insurance (CARI) in favor of Pacific Star Building Condominium Corporation/CPMI equivalent to Php100,000.00 or 100% of the total project cost whichever is higher.
- 1.10. City Building Permits
The Lessee's contractor shall secure the following permits from the City Building Permit section or PEZA Office (for PEZA registered companies).
- a. Building Permit
 - b. Electrical Permit
 - c. Mechanical, Sanitary and Structural Permits (when applicable)
- 1.11. Work Permit Major and minor works must be covered by a working permit. For monitoring purposes, the contractor is required to submit the names of its workers to the Property Management Office.
- 1.12. Submission of complete sets of plans signed and sealed by respective Professional Engineers.
- 2 sets plan size A3 in CAD copy
 - 2 sets 20" x 30" plans as shop drawing for evaluation Plans to be submitted:
 - a. Vicinity/Key Plans
 - b. Architectural Plan
 - c. Mechanical/Electrical Plan
 - d. Plumbing/Sanitary Plan
 - e. Telephone/Data Communication
 - f. Fire Protection, Smoke Detector, Sprinkler & F.E.
 - g. Structural (refer to DCCD, Building Structural Engineer thru PMO/Engineering)
 - h. Gant Chart/Duration
- 1.13. Storage Rental (Optional)
A storage space at Basement Level 4 may be availed for storing paints and other flammable items of which space is currently assessed at P20,000/month.
- 1.14. Other Charges
- a) Electricity consumption – metered through a temporary sub-meter to be provided by the contractor shall be billed to the tenant occupying the unit.
 - b) Water consumption – P20.00/head per day source from Housekeeping's slop sink (wash room) at the common area and at contractor's designated C.R. at Basement 1.
 - c) Elevator – P100.00/trip for hauling of construction materials and debris.
 - d) Opening/closing of sprinkler's supervisory valve – P1,000.00 for each valve.
 - e) Coring – P2,500.00/hole
 - f) Chipping works – P2,500.00 each panel for the installation of glass door fittings.

****will be charged to the construction bond***

1.15. Rapid Antigen Test shall be required every two (2) weeks.

2. CONSTRUCTION PHASE

Pacific Star Building Condominium Corporation through Century Properties Management, Inc. reserves the right to rescind, alter or waive any of the herein mentioned construction guidelines at any time when, in its judgment, deems it necessary, desirable or proper for its best interest or for the best interest of the Lessee/s.

2.1. Work Permit

Work permit forms can be obtained from the guard on-duty at the entrance of Basement Level 1. Contractors/tenants are required to post their valid working permit at the main entrance of the premises subject of the renovation/construction.

Work Permit should be accomplished and signed by the contractor's authorized representative or tenant's authorized signatory in triplicate. Permits involving routinary work should be signed by the assigned Shift Engineers and Facilities Manager for major and special projects. Copies of work permit shall be distributed as follows:

- PMO/Shift - 1 copy
- SSD (Basement 1 Entrance Guard) - 1 copy
- Contractor/Tenant - 1 copy

2.2. Building ID and Uniform

Contractors are required to provide their personnel with proper company identification card. Upon issuance of work permit, the contractor shall proceed to Basement Level 1 vehicle entrance for registration of his workers and issuance of On-duty Access Pass (ODAP) in exchange for the contractor's valid company identification card.

All workers are required to wear their respective company uniform bearing the contractor's company name. For safety consideration, workers are required to wear safety shoes and other personal protective equipment.

Workers in slippers or caught wearing slippers during operation shall be ejected from the project premises.

2.3. Delivery and Transport

Contractors/Lessee are advised to submit to the Property Management Office the schedule of materials, tools, equipment, etc. to be delivered into the building at least 24 hours prior to its delivery.

Only light vehicles or AUV's with a vertical clearance of not more than 7 ft. 3 inches shall be allowed to enter the basement area through the Service Road from 6:00PM to 6:00AM, Mondays to Fridays and from 6:00AM of Saturdays to 6:00AM of Sundays and Holidays.

Delivery trucks exceeding 7 ft. 3 in. in height shall be allowed to park at the Service Road during the following schedule:

- Monday to Friday - 7:00 PM to 10:00 PM

- Saturday, Sunday, and Holidays - 8:00 AM to 5:00 PM

Materials intended for Pacific Star Building projects should be directly hauled from the delivery truck to the Service Elevator. Any materials left behind or not hauled within the day are subject to confiscation and penalty of P5,000.00. Under no circumstances shall delivery vehicles of any type be allowed to park at the PSB Plaza.

Gate Pass – All deliveries, tools and other equipment being used in the course of renovation/construction must be covered by a gate pass signed by the contractor’s/tenant’s authorized signatory and approved by the building management.

Ingress/Egress - Entrance and exit shall be through Basement Level 1 vehicle entrance.

Service Elevator - Contractor’s personnel as well as construction materials and equipment should utilize the service elevator in going to their respective project premises.

2.4. Housekeeping, Sanitation, Cleanliness

Contractors shall provide the necessary trash receptacle for their use.

Disposal of garbage and debris shall be the Contractor’s sole responsibility. Hauling should be made daily to the designated disposal area. Failure to dispose such trash within a period of 3 days shall compel the building management to dispose the same at Contractor’s account.

No garbage/debris shall be left in any of the building’s common areas (hallway, elevator lobbies, stairways, basements).

Comfort rooms on the floor where the project is located will be made available to the construction personnel. The Contractor shall ensure that the assigned comfort rooms are cleaned before leaving the premises at the end of the working hours. In cases where there are two more on-going constructions at the same floor, contractors shall come up with a rotating schedule for the cleaning and maintenance of the comfort room, a copy of which must be furnished to the Property Management Office.

Any damages to the assigned comfort room shall be charged to the account of the Contractor/Lessee. In cases where there are two or more contractors at the same floor, an investigation shall be conducted by the building management to identify the culprit. Should the investigation fail to yield a positive result, the cost of damages shall be charged to contractors, pro-rata.

Staging and stockpiling of construction materials and equipment must be confined inside the working premises.

2.5. Restrictions, Security and Safety

Contractors and their personnel are subject to search prior to entry and exit upon termination of their work duty.

Workers should restrict themselves to their respective working areas. Any personnel caught loitering shall be subject to detention and questioning by the building’s Security.

Contractors are expected to implement a safety program and must adhere to the relevant standards set by the Occupational Safety and Health Standard of the Bureau of Working Conditions (BWC-DOLE). and the Building Code of the Philippines.

Contractors/Lessee for purpose of fire protection & other safety measures shall:

- Provide 10kg fire extinguisher (ABC type) at the work area
- Flammable construction materials should be taken down to the temporary storage area or to be taken out of the building after every working hour
- Ensure the availability of medical supply and facilities within the working premises
- Timely reporting of any accident to the Property Management Office

Contractors/Lessee shall be responsible for any damage cause by rainwater or wind from windows left open. Leaning or sitting on open windowpanes is strictly prohibited.

Any installed fire protection system or alarm shall not be removed/relocated without the approval of the Building Management.

Tampering, alteration, relocation and removal of any building facilities and instrumentalities (AHU, sprinklers, air-con ducts, fire alarms, etc) requires prior written approval from the Property Management Office.

Contractors/Lessee shall ensure ample protection and safety to all existing structures/facility by providing temporary cover, shoring, bracing or support. Any damage to existing structures and facilities during construction shall be repaired and restored to its original condition.

Loss or damage of any of the building's facilities or property due to violation of any of the construction guidelines or through the Contractor's/Lessee's negligence shall be charged accordingly.

Welding, soldering and other like works which require "hot work" permit needs to have a prior safety inspection clearance.

Sidewalks, passageway, corridors, stairways and other open areas outside of the working premises shall be free from obstruction at any given time.

Any form of gambling, drinking of alcoholic beverages, immoral acts, fighting, carrying of lethal weapon, cooking, vending, smoking, bathing and washing of clothes is strictly prohibited.

Deviations, alterations or adjustment to the approved plans and specifications requires prior written approval of the building management. Any deviation found during the regular inspection of the Shift Engineer shall be a ground for the temporary stoppage of any on-going work.

2.6. Working Hour

General renovation/construction except painting and varnishing

6:00PM to 4:00AM – Monday to Friday

1:00PM to 6:00AM – Saturday to Sunday

Painting & Varnishing Works

6:00PM to 12:00MN – Monday to Friday
1:00PM to 12:00MN – Saturday to Sunday

On the other hand, odorless paint and other related substances may be allowed from 6:00PM to 4:00AM during Mondays to Fridays and from 1:00PM to 6:00AM during Saturdays and Sundays.

2.7. Design and Standards

In no case shall the Lessee make any alteration, additions or renovation to the external facade of the building.

Architectural Ceiling

- Ceiling materials must be fire-rated, lightweight, sound absorbent and non-toxic such as acoustic ceiling tile on tee-runners, gypsum board on metal furring or its equivalent.
- Wooden materials should be done on top of gypsum board or other non-combustible materials.
- Height should not be lower than 2.60 meters above finish floor line except otherwise noted.
- A manhole on the ceiling shall be provided for purpose of maintenance of the equipment inside the ceiling.

Walls and Partitions

- All walls shall be of gypsum board 5/8" (16mm) thick on 2 ½" metal studs with 2" insulation up to the ceiling grid except with the masonry wall for executive toilets.
- For walls exceeding the ceiling grid such as corridor and demising walls, the extended portion of the partition, i.e. from the ceiling grid up to the concrete slab shall be wire mesh.
- Anchoring methods for partitions on floor slabs must also be submitted for review and approval of the management.
- No interior partition shall in any way terminate to perimeter curtain glass wall, instead, all partitions shall be directly terminated on the aluminum mullion.

Flooring

- For single tenancy office floor, the common hallway shall be part of the office useable area. The floor finish shall be in accordance with the tenant's specification at his own expense.
- For multi-tenancy office floor, the hallways shall be part of the common area. The floor finish shall be in accordance with the building standards to be provided by the building.
- Chipping, scarring or boring shall not be allowed except for drainpipe penetration intended for additional toilet and pantry subject to approval of the building management.

Main Door and Frames

- Main entrance door shall be full-height, double or single leaf, clear tempered glass, frameless panel with stainless steel push/pull handle and patch fitting.

Structural

Live load for typical office area shall be 2500kgs/sqm.

Only lightweight cash or record vaults are normally allowed inside the building. The construction and location of vaults similar to those used by banks, compactor and other

heavy structures shall be subject to the review and approval by the structural consultant of the building (DCCD) prior to any actual construction or transfer to the building. Structural chipping, boring, drilling or cutting works shall be subject to the review and approval of the Building Management.

No welded connection shall be allowed on structural reinforcing bars especially for the structural vertical elements such as columns and shear walls

Mechanical
General

- All floor to ceiling partition may be extended, i.e. from the ceiling height up to the concrete floor slab of the succeeding floor shall be installed with wire mesh. However, should a slab-to-slab partition be inevitable, sufficient openings for return air and smoke exhaust passage shall be provided.
- The Ground Floor to 28th Floor is provided with four (4) chilled water Air Handling Units (AHU's) with ducted air distribution for each quadrant of the floor area.

Air-Conditioning System

- The air-conditioning supply ducts shall be ASTM A525 with G90 galvanizing and lock forming quality.
- Supply ducts shall be of low-pressure construction and fabricated with the following gauges schedule:

Duct Size	G.I. Gauge	Angle Bars	Round Bars
0-30"	24	25x25x3mm	12mm
31-60"	22	38x38x3mm	12mm
61-90"	20	38x38x6mm	12mm
61-90"	18	56x56x6mm	12mm

- Air duct shall be properly insulated with fiberglass insulation 25mm thick, 48kg/m³ density with reinforced aluminum foil vapor barrier on the outside.
- Duct branches should be provided with volume damper and splitter dampers for air balancing. 7 PACIFIC STAR BUILDING House Rules and Regulations Fit-Out/Construction Guidelines Amended May 2012
- Air-conditioning ducts joints/connections must be sealed with "vulcaseal" sealant or its equally approved quality.
- Metal hangers and rods should support air-conditioning ducts adequately. Hangers and support system must be painted with double coat rust protective paint.
- Additional air-condition supply duct, including the air diffuser and return inlets, shall be Lessee supplied. Air duct accessories such as fire dampers, flexible connections and other equipment for additional ducts shall be provided by the Lessee and shall be performed by their nominated contractor.
 - Ceiling diffusers supply and return application shall be sound rated and certified in accordance with ADC 1062-R4 Air Diffusion Council Standards.
 - Fire dampers shall be UL listed
 - Duct hanger rods shall be galvanized type
 - Duct sealant and adhesives shall be non-flammable type

Ventilation

Executive toilets, pantries and heat/smoke generating equipment shall be provided with individual ceiling-mounted type centrifugal exhaust fans and necessary exhaust ducts up to the existing exhaust shaft.

Fresh air supply should be at least 90% of the total exhaust system capacity.

Fresh air supply blower should be made of either tube/vane avail type, centrifugal type or in line type blowers.

Fresh air duct should be made of G.I. sheet with minimum of Ga 24, sealed connection/joint.

Exhaust ducts shall be Ga 24 G.I. sheets and fabricated as per "SMACNA" standards. The ducting together with the required exhaust fan shall be Lessee supplied.

Exhaust for comfort rooms and stockrooms should be provided with a separate exhaust system.

Electrical

General

- All works shall be in accordance with the existing government regulation, the National Building Code, Philippine Electrical Code and Fire Protection Code.
- All additions/changes on the existing electrical system shall be executed by the Lessee.
- The Building Management reserves the right to disapprove any request or proposal that the management may find inappropriate and can jeopardize the operation of other tenants/occupants.

Provisions by the Building

- Electrical supply is 230V, line to ground, 3-Phase, 4-wire, 60hz for convenience outlets and lightings.
- Electricity supply for individual premises is provided through IMC conduits. Electric consumption of individual units will be billed to the tenant based on meter reading.
- Power feeder lines for lighting and power will be laid from the electrical rooms to the unit premises including Enclosed Circuit Breaker (ECB). All necessary installation for lighting and power from the electrical within the units shall be at the Lessee's expense.

Tenants requiring voltage other than the rating specified shall be at the Lessee's expense.

Only telephone roughing-ins from TTC located at EE room going to individual office premises are provided. All necessary wiring installation both for electrical and telecommunications from the EE room including wiring within the unit shall be at Lessee's expense.

Electrical Design Criteria

- All methods of wiring installation, design and testing shall conform to the latest edition of the Philippines Electrical Code and General Provision of the building and approved plans.

- Electrical load shall not exceed the capacity of the circuit breaker and/or the feeder wire designated for the area, otherwise cost of revision and installation shall be at the expense of the Lessee.
- Utilization voltage is 230V, 3-phase, 4-wire, 60hz for lighting and convenience outlets.
- The minimum size of wire shall be 3.5mm THHN, Phelps Dodge or Columbia brand.
- Fluorescent lamp ballast shall be high power factor type of approved quality.
- Light switches shall be quite type, spring tumbler type operation.
- Convenience outlets shall be duplex grounding type rated at 15A, 230.
- Plates for wiring devices shall be self-extinguishing, electrically insulating and mechanical strong, clip-on type.
- Conduit pipes used for data network cabling shall not be shared with any other electrical or communications lines.
- For single tenancy floor, the main panel board is ready to accept electrical interior fit-outs. Load must be limited only to the rating of the main breaker provided. The Lessee shall provide a separate panel board and separate digital sub-meter for electrical loads.
- For multi-tenancy floor, the Lessee shall provide a separate panel board and digital sub meter for its respective electrical load.
- All additional electrical equipment such as dry-type transformers, busways, circuit breakers, etc. shall be of similar brand with the existing or its approved equal replacement.

Wires and Cables

Wires and cables shall be color coded as follows:

- Phase A - Red
- Phase B - Yellow
- Phase C - Black
- Phase D - Green

All wires and cables shall be soft drawn annealed copper, stranded type, minimum 3.5mm (#12 AWG).

All power and lighting conduits shall be Intermediate Metallic Conduit (IMC) with interior coating.

Ceiling conduit roughing-ins shall be directly fastened on the concrete slab and adequately supported in the entire conduit length. Metallic flexible conduit shall be used for conduit extension to ceiling fixtures with a minimum length of 1.2m to 1.8m. Poke through slab installation is not allowed.

Telecommunication System

Telecommunications is composed of CAT 5 structured cabling system both for voice and data application.

All horizontal wiring and cabling from the telephone room shall be carried-out by the Lessee.

All telephone wiring and cabling shall be compatible to the base building telephone distribution system installation.

Fire Alarm and Detection System

Conventional type smoke detector and manual pull station are provided. Relocation of smoke detector requires a prior written approval from the building management.

All additional smoke detector shall be of similar brand with the existing or its equivalent.

Sanitary and Plumbing

All sanitary and plumbing installation shall conform to the latest edition of the National Plumbing Code of the Philippines, National Building Code, the City Municipal Ordinance and shall be carried out by nominated contractors supervised by a registered Master Plumber or Sanitary Engineer.

All sanitary/plumbing shall be prepared with waste, vent and water line lay out isometric diagram, legend, general notes.

Water closet shall be wall-type.

No plumbing fixture shall be designed on top of any beam.

Comfort rooms, kitchen, pantry and other wet area shall be waterproofed and must undergo 24-hour flood test.

Water lines shall undergo hydrostatic test under a pressure of 100psi for 1-hour prior to tapping.

Sink shall be provided with a cast iron grease trap, 7gpm minimum capacity.

Grease traps shall be provided with vent on its outlet and clean out before the tapping point.

A prior written approval must be secured from the Lessee occupying the lower floor prior to construction. Any damage that will be incurred in the affected lower floor unit during the fit-out shall be borne by the Lessee requesting for such toilet installation.

The Lessee shall be responsible for the repair and de-clogging of the sewer, vent and water line from the lease premises to the main line provided.

Sewer/waste end lines within 6-meter length shall be provided with floor clean-outs accessible for maintenance.

Slab coring for pipe penetration shall be sealed, properly restored and waterproofed.

Materials

- Sewer/waste lines shall be of cast iron materials or its equivalent.
- Vents shall use PVC or its equivalent.
- Water line shall be of G.I. pipe and fittings Sch. 40 (P.S.). Tapping to stub-out shall be provided with gate valve and pressure regulating valve (PRV).
- Floor drain size is 2" diameter with a strainer of 4" diameter.

3. TESTING AND COMMISSIONING

Contractor/Lessee shall request in writing for an inspection to check the status and function of the following:

- Mechanical
- Electrical
- Plumbing and Sanitary (if any)
- Fire protection test (sprinkler & smoke detector)

4. POST CONSTRUCTION PHASE

- 4.1. Any defects or deficiencies noted during the final inspection shall be conveyed to the Contractor/Lessee for rectification.
- 4.2. The Property Management Office after the required curative work, if any, shall provide the basic utilities (power, air-conditioning) to the subject unit.
- 4.3. Request for refund of Construction Bond shall be made after submission and satisfaction of the following:
 - Submission of a set of complete As-Built Plans, duly signed and sealed
 - Copy of Occupancy Permit
 - Copy of Certificate of Final Electrical Inspection
 - Copy of Fire Safety Inspection Certificate

5. SCHEDULE OF PENALTIES

OFFENSE	PENALTIES
Initializing construction without CPMI approval /stamp on the plans or shop drawings.	Php10,000.00
Any deviations from approved plans and/or specification.	Forfeiture of full amount of construction bond and one year ban from participating in any project bidding
Any activities that causes temporary or permanent stoppage of the entire or part of the building's major/critical machineries and/or utilities whether accidental or otherwise.	Total ban from entering the building and cancellation of accreditation to bid in any project in the building
Unauthorized alteration, relocation or removal of sprinklers, smoke detectors, fire alarms devices, plumbing, electrical fixtures and other safety and security apparatus.	50% of construction bond or Php50,000 whichever is higher with rectification/restoration of altered facilities/utilities to its original condition
Damages caused to other units and/or common areas of the building.	Php25,000 plus full cost of repairs/restoration
Any activity/s that may cause inconvenience and work stoppage to other tenant/s of the building.	Php10,000 per incident
Unauthorized extension of work beyond the approved maximum duration of the project.	Php10,000 per day
Violation of work schedule.	Php10,000 per incident
All other violations of the Rules and Regulations as stated herein, not specifically mentioned above, from the time of discovery until rectification.	Php5,000 per day