

MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS

FOR THE OPERATIONS AND MAINTENANCE OF THE
NEW CLARK CITY SPORTS COMPLEX

MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS

The purpose of the Minimum Performance Standards and Specifications for the operations and maintenance of the National Government Administrative Center (NGAC) Sports Facility (the "MPSS") is to:

- Establish the minimum requirements that the Operator/Manager ("CONTRACTOR") must comply with in regard to the operation and maintenance of the NGAC Sports Facility (the "Project");
- Create certainty for both the Client and the CONTRACTOR in the standards of performance expected from the CONTRACTOR.

The MPSS forms part of the Operations and Maintenance Services Contract (the "O&M Contract") for the operations and maintenance of the National Government Administrative Center (NGAC) Sports Complex, and the CONTRACTOR is required to comply with all the MPSS provisions.

The Managed Property shall refer to the following components of Sports Facilities in NGAC Phase 1A at New Clark City (NCC):

1. Aquatics Center;
2. Athletics Stadium;
3. Athletes' Village; and
4. Parks and Site Development

The following tables define the **Service Quality Level (SQL)** for the different aspects of operation and maintenance of the NGAC Sports Facility. Defects and deficiencies not covered in any of the following guidelines and which may affect the security and pose danger to the public shall be corrected and/or repaired immediately.

1. OPERATIONS

A. MANAGEMENT SERVICES

ITEM	PARTICULARS	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	REPAIR TIME/ ALLOWABLE TOLERANCE
1	Organizational Set-up	Personnel must meet minimum qualification standards (Annex "A")	Review of Contract of Employment/Services	Appropriate action to be undertaken within seven (7) days of receipt of notice of compliance
	Personnel* (Maintenance)	Staffing requirements must be filled-up at all times	Review of Resume/Personal Data Sheet	Unqualified personnel must be replaced

	and Housekeeping)	<p>Well trained and highly skilled personnel (Facilities Manager and Staff)</p> <p>Full deployment of personnel at all times</p> <p>Compliance with the government requirement on payment of personnel's SSS, Pag-IBIG, etc.</p>	<p>Spot checks and reports</p> <p>Spot checks and reports</p> <p>Spot checks and reports</p>	<p>within three (3) days from discovery</p> <p>Erring personnel must be meted disciplinary measures within forty-eight (48) hours from discovery</p> <p>No tolerance</p> <p>No tolerance</p>
2	Plans and Programs	Maintain comprehensive plans and programs i.e., (1) Routine, Preventive and Corrective Maintenance Plans; (2) Emergency Evacuation Plan; (3) Traffic Management Plan; and, (4) Energy Conservation Plan	Submitted reports, meetings, review and observations	Appropriate revision to be undertaken within one (1) month from discovery
3	Management Information	Maintain timely submission and generation of reports and billings	<p>Incomplete requirements attached to the reports/billings</p> <p>Non-submission of reports like:</p> <ol style="list-style-type: none"> 1. Routinary Maintenance; 2. Corrective Maintenance Report; 3. Preventive Maintenance Report; 4. Accident Report; 5. Theft; 6. Monthly inventory of janitorial & maintenance 	<p>Absence of deficiency must be corrected within three (3) days from discovery</p> <p>No tolerance</p>

			<p>supplies, equipment and materials; and</p> <p>7. Monthly report, submitted on the 15th day of the succeeding month, shall be comprised of the following:</p> <p>(a) Details of all income and expenditure for that month;</p> <p>(b) Notes and assumptions for all financial report;</p> <p>(c) An explanatory memorandum, if necessary;</p> <p>(d) Collection of dues and other charges report from visitors, tenants and/or concessionaires and other occupants of the Sports Facilities etc.;</p> <p>(e) Tenancy/ Occupancy/ Fit-Out status for office and common area spaces; and, (f) Other reports that maybe required by the BCDA from time to time.</p> <p>8. Quarterly report, submitted on the 10th day of the succeeding month after the last quarter, shall be comprised of the following:</p> <p>(a) Details of dues collection and other arrears, with recommendations, if any; (b) A table of tenancy alterations</p>	
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			<p>since the last report, with recommendations, if any; (c) A review of the current approved budget, with recommendations, if any; (d) Schedule of pending capital expenditures projects, if any, and (e) Other reports that maybe required by the BCDA from time to time.</p> <p>9. Annual Report, submitted not later than the last day of the succeeding month after the anniversary date shall be comprised of the following:</p> <p>(a) An annual consolidation of the quarterly reports; (b) Financial results for the year ended with commentary, if any; (c) Proposed income and expenditure budgets for the next year; and (d) Other reports that maybe required by the BCDA from time to time</p>	
4	Permit, Taxes and Licenses	<p>Timely payment of permit, taxes and licenses for the Athletes Village, Athletic stadium and Aquatic center:</p> <ol style="list-style-type: none"> 1. Local Taxes & Permits 2. Professional Fees/Certifications 3. Generator Permit 4. Elevator Permit 	Non-payment/ Non-submission of required proof of payment	No tolerance

		<p>5. FSIC Certificate 6. Mechanical Permit 7. Electrical Permit 8. Plumbing/Sanitary Permit 9. GSIS insurance 10. Pollution Control Certification/Registration</p>		
5	Procurement and delivery of maintenance and janitorial supplies	<p>Maintain monthly stock of janitorial and maintenance supplies like tissue paper, soap, trash bags and bins, rags, dust pan, mop, mop squeezer, broom, etc. (Annex "B")</p> <p>Provide minimum inventory at all times and Economic Order of Quantity (EOQ)</p>	<p>Spot checks and reports</p> <p>Inventory taking</p>	No tolerance
6	Energy saving Measures	<p>Daily recording of water and electricity consumption.</p> <p>Electricity and water driven appliances and fixtures must be turned off when not in used</p>	<p>Non submission of monthly report</p> <p>Visual inspection and reports</p>	No tolerance
7	Safety and Health Practices	<p>Wearing of Personal Protective Equipment and safe work practices, when performing corrective and preventive maintenance works</p> <p>Open manholes must be covered at all times for the safety of the general public</p>	Visual inspection and reports	No tolerance

2. MAINTENANCE

A. ROUTINE MAINTENANCE REQUIREMENT

ITEM No.	PARTICULARS	COMPONENTS/ MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE/REPAIR TIME/ ALLOWABLE TOLERANCE
1	Greening, Pruning and Landscaping	Trees, Shrubs and grasses	Watering	At least twice a day in the dry season and once a day in the rainy season.
			Grass-cutting/ Pruning	Once a month in the dry season and twice a week in the rainy season, except for Stadium/warm-up track grass
			Litter-picking/sweeping	Daily
			Removal of vines & weeds	Daily
			Plant Propagation and fertilizing	When needed
2	Carriageway	Paved surface (rigid) Curb and Gutter Shoulder Bike Lane	Works performed to ensure pavement serviceability but not limited to paved surface cleaning and upkeep of shoulders and bike lane	Daily
3	Slopes in cut section	Slope in cut section must always be stable	Works performed to preserve original cross sections such as cleaning and removal of destructive weeds	Daily
4	Drainage System	Ensure that elements and structures are without any	Cleaning and clearing De-clogging	Daily

		<p>obstructions which may reduce the normal cross section and impede the free-flow of water:</p> <p>Manholes, Pipe Culverts, Lining Inlets, etc.</p>	<p>Regular flushing with water / rodding etc</p> <p>Removal of sediment or obstruction to restore hydraulic capacity.</p>	<p>Obstruction must be cleared within 7 days after detection</p> <p>Monthly</p> <p>Monthly</p>
5	Ancillary Items	<p>Have to be present, upright, clean and without any significant damage:</p> <p>Street light Traffic/Way finder signage, etc.</p>	Cleaning	Daily
6	Furniture and Equipment	Furniture Gym equipment, etc.	<p>Cleaning, dusting and disinfecting</p> <p>Minimize exposure to sunlight</p>	Daily
7	Solid waste collection and disposal	Collection and disposal of solid waste must be done properly to avoid pest infestation and foul odor	Solid waste collection	Daily
			Proper disposal of solid waste to an authorized sanitary landfill. Burning of solid waste is not allowed	Weekly or when the container given by the authorized landfill is full
8	Building interior and surrounding	<p>Bedroom Units, offices, common areas like hallways, stairs, storages, restrooms, elevators, gyms, conference rooms, MEPF rooms, telco room, genset room, deck garden, mess hall, kitchen, basketball court, swimming pool, parking</p>	<p>Cleaning, dusting and disinfecting</p> <p>Replenish all consumables in restrooms</p> <p>Clean the interior and exterior of toilet bowls and urinals</p> <p>Clean walls and partitions of cubicles, vanity-top, mirrors, wash-hand</p>	Daily

		areas, internal road, parks, bleacher seats, etc.	basins, soap dispensers and hand-dryers Empty waste bins and sweep the floor Mop the floor with damp mop Conduct final inspection and update work records	
9	Building exterior	Including glass, gutter and roof	cleaning and clearing of debris	Monthly
10	Pest and termite control	Engagement of a license termite/pest control contractor	Pest control Termite control	One comprehensive pest control and monthly treatment One comprehensive termite control and quarterly treatment If re-infestation occurs, immediate re-treatment is required (within 24 hours)
11	River Slope Protection	Must be intact and free from growth of vegetation	Cleaning and clearing	Obstruction must be cleared within 3 days after detection

B. CORRECTIVE MAINTENANCE REQUIREMENT

ITEM No.	PARTICULARS	COMPONENTS/ MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	REPAIR TIME/ ALLOWABLE TOLERANCE
1	Greening, Pruning and Landscaping	Trees and Shrubs Landscape	Replacement of damaged/dead trees, grass and shrubs including topsoil if necessary	Within seven (7) days
2	Carriageway	Paved surface (rigid) Curb and Gutter Shoulder Bike Lane	Crack sealing/concrete crack repair Rutting/Spalled: Replacement of wearing course up to	Within thirty (30) days

			embankment if necessary	
3	Slope in cut section	Slope in cut section must always be stable	Application of top soil or slope protection for damaged slope	Fallen slope material must be removed within 48 hours
4	Drainage System	Manholes Pipe Culverts Lining Inlets, etc.	Sealing of cracks	Within 48 hours
			Concrete patching of damaged portion	Within 48 hours
5	Ancillary Items	Street light	Corrective works on poles	Within 48 hours
			Replacement of busted bulbs and batteries	Within 24 hours
		Signage/Way finder	Replacement of damaged signages	Damaged pavement paints studs must be replaced within fourteen (14) days from discovery
		Pavement markings	Have to be present and firmly attached to pavement	
6	River Slope Protection	Gabion, etc.	Restoration of slope protection	Damaged slope protection must be restored within seven (7) days upon discovery
7	Fence	Have to be present, upright, clean and without any significant damage or opening	Repair and replacement of damaged fence	Repair works must be done within 7 days after discovery
8	Building and other structures	Architectural Structural Mechanical Electrical Fire Protection, etc.	Works performed to prevent major deterioration of structures to include but not limited to: <ul style="list-style-type: none"> 1. Repair and replacement of damaged building components including equipment and fixtures 	Minor repair works must be done within 3 days while major works must be done within a month upon detection

C. PREVENTIVE MAINTENANCE REQUIREMENT

ITEM NO.	PARTICULARS	COMPONENTS/ MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
1	ATHLETICS STADIUM			
1.1	Generator (6 units)	Air Filter Battery Charger Battery Solution Level Battery Terminals Bolts and Nuts Crankcase Oil Level Engine Oil Fan Belts Fuel Tank Level and Supply Fuel Water Separator Generator Exterior Body Muffler Noise and Vibration Radiator Coolant Level Shafts and Joints	Check, clean and replace when necessary	Weekly
1.2	Electrical System/Panel Boards	Batteries and chargers Burning or Ozone Odors on Hot Spots	Ensure the cleanliness of the equipment Check the distribution system: wire/cable	Daily

		<p>Busway and Bus Duct Circuit Breakers</p> <p>Cable Joints</p> <p>Cable Terminations</p> <p>Conduit Wiring</p> <p>Conductors and Relays</p> <p>Contactors and Relays</p> <p>Extension Cords</p> <p>Circuit Breakers</p> <p>Fuses</p> <p>Fans, Motors, and Motor Control</p> <p>Lighting</p> <p>Panel Doors</p> <p>Potential Sources of free water</p> <p>Switches</p> <p>Switchgear Bus</p> <p>Transformer Oil</p> <p>Transformers</p> <p>Ventilation</p>	<p>conditions for deficiencies such as corrosion/dirt/moisture and fire hazards</p> <p>Check circuit breakers condition: deficiencies such as corrosion/ noise/ excessive temps</p> <p>Check the fuses: insulator conditions for deficiencies such as burnt or cracks and its overall condition</p>	
1.3	Fire Detection and Alarm System	<p>Fire Detection and Alarm devices</p> <p>Sprinkler Devices</p>	<p>Visual inspection of panel lamps & LEDs, fuses, primary power supply and interface equipment</p>	<p>Weekly</p> <p>Quarterly</p>

		Pumps	<p>Test of panel lamps & LED's fuses, primary power supply, fire detection devices and interface equipment</p> <p>Visual inspection of all fire sprinkler devices</p> <p>Test of sprinkler water flow switches, valve tamper switches</p> <p>Visual inspection of lead acid battery</p> <p>Test and visual inspection of horns, strobes, chimes & bells, etc.</p> <p>Test and visual inspection of smoke detectors, heat detectors, duct smoke detectors, Electromechanical Releasing Devices and Voice Evacuation Equipment</p> <p>Replacement of sealed lead-acid batteries</p> <p>Replacement of smoke and heat detector</p>	<p>Quarterly</p> <p>Semi-annually</p> <p>Semi-annually</p> <p>Yearly</p> <p>Yearly</p> <p>Every 5 years or when needed</p> <p>Every 10 years or when needed</p>
1.4	Elevator (2 units)	Cleaning, Operation, Maintenance and Disinfection of Elevator Units	<p>Buttons and devices functionality inspection</p> <p>Call key and telephone works and functionality inspection</p> <p>Check traction machine if balance</p> <p>Inspection machine for unwanted noises, temperature and vibrations</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p>

			Clean brake pads and change brake pads if thickness is less than 3mm	Daily and/or as required
			The oil level of traction should be filled	Monthly and/or as required
			Oil gauge clearing	Monthly and/or as required
			Deflection sheave and traction should be oiled	Monthly
			Pit cleaning and removal of unwanted material	Weekly and/or as required
		Belt or Chain-drive Machine	The oil level of traction should be filled	Monthly
		Car or Counterweight Safeties	Oil gauge clearing Deflection sheave and traction should be oiled	Monthly
		Car Body	Check if there is abnormal vibration, noise, high temp etc.	Monthly
		Car Frame and Stiles		
		Controller Wiring, Fuses and Grounding Door or Gate		
		Emergency Signal Gears, Bearings and Flexible Couplings		
		Guide Rails and Rope Fastenings		
		Lighting and Outlet		
		Motor Generator		
		Operating Control Devices		

		Pipes, Wiring and Ducts Rated Plate, Platform Area and Data Plate Secondary and Deflector Sheaves Standby Power Operation Static Control Stopping Device Suspension Rope Switches Top Emergency Exit Traction Sheaves Ventilation		
1.5	PWD Lift (4 units)	Cleaning, Operation, Maintenance and Disinfection of Elevator Units	Same with the elevators Regular maintenance - detailed inspection, repair, replacement and adjustment of certain parts	Semi-annually
1.6	Security System Maintenance (CCTV & Access Control)	Camera Condition Camera Lens Camera Views/Positions Controllers Monitors Motion Detection Sensors	Ensure that the CCTVs function are working well, directionality/location accuracy, power source and its overall condition.	Daily

		Switches Time and Date Stamps Wirings and Cables		
1.7	PABGM		Visual inspection of controller, router, amplifier, SD player and call station lamps and LED's and primary power supply. Testing of PABGM System Visual inspection and cleaning of all speakers. Check speaker audio quality. Testing of entire system	Weekly Quarterly Quarterly Annually
1.8	Scoreboard	Display Module Power Supply Cooling Fans Ventilation Filters	Dusting of component and connection with compressed air Conduct routine computer and systems check Check display filters that appear clogged or damaged Execute field calibration Check all power connection Conduct sound inspection for silent or excessively noisy fans Inspect filters for dust and debris buildup Replacement of filters	Yearly or as needed Quarterly or as needed Semi-annually or as needed Yearly or as needed Yearly or as needed Every 2 weeks or as needed Monthly or as needed Semi-annually or as needed

		ProPixel Line Controller (PLC)	Dust off PLC with compressed air and connection	Yearly
		Player/PC	Check for windows update and virus sweeps	Monthly
1.9	Water Tank		<p>Functioning of float operated valves or any other effective device for controlling the inflow of water. All valves to be periodically operated to ensure free movement of the working parts</p> <p>Working condition of warning alarm which indicates when water goes below 50 mm from the invert of the pipes Condition of overflow warning alarm for the water tank</p> <p>Integrity of strainer and net to prevent entry of mosquito or dirt</p> <p>Water analysis at cisterns, hot and cold water outlets. The equipment used for testing should be clean and not contaminate water</p> <p>General housekeeping within the tank room and around to remove any obstruction for accessibility</p> <p>Removal of sand and dirt deposits in cisterns and tanks</p> <p>Thorough cleaning of tank interior and disinfection</p>	<p>Monthly</p> <p>Monthly</p> <p>Semi-Annually</p>

			Removal of rust stains and painting of the part as required	
1.10	Fans and Blowers		Lubrication of bearings Check the propeller for any wear or corrosion Check V-belt for proper alignment and tension	Semi-annually Monthly Monthly
1.11	Grass Maintenance		The grass should be maintained at a height of 3 cm to 4 cm. Before a competition, it must be cut to 1.5cm to 2cm. Watering of grass	At least twice a week or as needed At least twice a day in the dry season and once a day in the rainy season
1.12	Air conditioning Units	Air Leaks and Vibration Blower and Cooling Fans Breaker (Voltage and Current) Coil Comp Mounts/Vibration Condenser Drip Trays and Flush Elec/Timers Conts and O/Loads Exhaust Fan External Body	Check air filters Check and clean air con unit Check and clean the condensate drain pan and thoroughly clean the heat exchanger	Every 2 weeks Quarterly Monthly

		<p>Fan OP and Vibration/Belts</p> <p>Fans</p> <p>Filters</p> <p>Noise and Vibration</p> <p>Oil Leaks and Pipeworks</p> <p>Operation Cool/Heat</p> <p>Pipe and Insulation</p> <p>Pumps on Cassette Units</p> <p>Refrigerant Charge</p> <p>T/Stat and Setting</p> <p>Water Leaks</p> <p>Wiring and Terminals</p>		
1.13	Water Potability Test		<p>Ensure residual chlorine levels at 0.3 ppm to 1.5 ppm using an automatic chlorine dosing pump to maintain the water potability in tanks</p> <p>There should be one (1) sampling before the cistern and one (1) sampling after the cistern using a portable residual chlorine analyzer. At least two (2) trials for a water sample after the cistern must be conducted. Result of the 2nd trial must be logged as a</p>	<p>Daily</p> <p>Twice a day, morning and afternoon</p>

			<p>component of water potability</p> <p>Bacteriological and chemical analysis of water samples from tanks must be done and meet the parameters indicated in the Philippine National Standards for Drinking Water (PNSDW)</p>	Quarterly or as needed
1.14	Gym Equipment	<p>Skill run</p> <p>Skill row</p> <p>Skillbike</p> <p>Dual Adjustable Pulley</p> <p>Leg Press</p>	<p>Check the condition of the emergency switch</p> <p>Lubrication of chain</p> <p>Pedals - Check level of wear and tear</p> <p>Saddle - check stability</p> <p>Displayed watts - check if wattage displayed matches exertion.</p> <p>Gear unit - ensure gears engage correctly with the handlebar</p> <p>Spring Hooks - check condition</p> <p>Lubricate guides</p>	<p>Monthly</p> <p>Weekly</p> <p>Semi-annually</p> <p>Semi-annually</p> <p>Semi-annually</p> <p>Semi-annually</p> <p>Monthly</p> <p>Monthly</p>
1.15	Lightning Arrester		<p>Visual inspection</p> <p>Complete inspection</p> <p>Critical system complete inspection</p>	<p>Yearly</p> <p>Yearly</p> <p>Yearly</p>
1.16	Fire Jockey Pumps		<p>Lubricate with a high temperature based grease before using after a long interval of non-operation.</p> <p>Visually check for leaks</p> <p>Check for vibration</p>	<p>As Needed</p> <p>Every Week</p>

			<p>Hand test bearing housing for any sign of temperature rise</p> <p>Adjust gland as necessary to maintain slight leakage</p>	
			<p>Check bearing temperature with a thermometer</p>	Every Month
			<p>Check running hours and consult the re-lubrication interval chart</p> <p>Check grease lubricated bearings for saponification - i.e. sign of any deposits, oil separation and undue hardening and softening of grease</p>	Every 3 Months
			<p>Check running hours and consult the re-lubrication interval chart</p> <p>Check soft packed gland packing, where fitted, and replace if necessary</p> <p>Check shaft or shaft sleeve for scoring</p> <p>Check alignment of pump motor</p> <p>Check holding down bolts for tightness</p> <p>Check couling for wear</p>	Every 6 Months
			<p>Check rotation element for wear.</p> <p>Check wear ring clearances.</p> <p>Check re-grease for bearings.</p>	Every Year

			Check running hours and consult the re-lubrication interval chart.	
2	AQUATIC CENTER			
2.1	Generator (2 units)	Air Filter Battery Charger Battery Solution Level Battery Terminals Bolts and Nuts Crankcase Oil Level Engine Oil Fan Belts Fuel Tank Level and Supply Fuel Water Separator Generator Exterior Body Muffler Noise and Vibration Radiator Coolant Level Shafts and Joints	Check, clean and replace when necessary	Weekly
2.2	Electrical System/Panel Boards	Cable Joints Cable Terminations Conduit Wiring	Ensure the cleanliness of the equipment. Check the distribution system: wire/cable conditions for deficiencies such as	Daily

		<p>Conductors and Relays Contactors and Relays Extension Cords</p> <p>Circuit Breakers</p> <p>Fuses</p> <p>Batteries and Chargers Burning or Ozone Odors on Hot Spots</p> <p>Busway and Bus Duct</p> <p>Circuit Breakers</p> <p>Fans, Motors, and Motor Control</p> <p>Lighting</p> <p>Panel Doors</p> <p>Potential Sources of free water</p> <p>Switches</p> <p>Switchgear Bus</p> <p>Transformer Oil</p> <p>Transformers</p> <p>Ventilation</p>	<p>corrosion/dirt/moisture and fire hazards.</p> <p>Check circuit breakers condition: deficiencies such as corrosion/noise/excessive temps.</p> <p>Check the fuses: insulator conditions for deficiencies such as burnt or cracks and its overall condition.</p>	
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2.3	Fire Detection and Alarm System	Fire Detection and Alarm devices	Visual inspection of panel lamps & led's, fuses, primary power supply and interface equipment	Weekly
		Sprinkler Devices		
		Pumps	Test of panel lamps & leds, fuses, primary power supply, interface equipment and Fire Detection Devices	Quarterly
			Visual inspection of all fire sprinkler devices Test of sprinkler water flow switches, valve tamper switches.	Quarterly
			Visual inspection of lead acid battery.	Semi-annually
			Test and visual inspection of horns, strobes, chimes & bells, etc.	Semi-annually
			Test and visual inspection of smoke detectors, heat detectors, duct smoke detectors, Electromechanical Releasing Devices and Voice Evacuation Equipment.	Yearly
		Replacement of sealed lead-acid batteries.	Every 5 years	
		Replacement of smoke and heat detector.	Every 10 years	
2.4	Elevator @ 1 unit	Cleaning, Operation, Maintenance and Disinfection of Elevator Units	Buttons and devices functionality inspection Call key and telephone works and functionality inspection	Daily

			Check traction machine if balance	Daily
			Inspection machine for unwanted noises, temperature and vibrations	Daily
			Clean brake pads and change brake pads if thickness is less than 3mm	Daily
			The oil level of traction should be filled	Daily and/or as required
			Oil gauge clearing	Monthly and/or as required
			Deflection sheave and traction should be oiled	Monthly and/or as required
			Pit cleaning and removal of unwanted material	Monthly
			The oil level of traction should be filled	Weekly and/or as required
			Oil gauge clearing	Monthly
			Deflection sheave and traction should be oiled	Monthly
			Check if there is abnormal vibration, noise, high temp etc.	Monthly
		Belt or Chain-drive Machine		
		Car or Counterweight Safeties		
		Car Body		
		Car Frame and Stiles		
		Controller Wiring, Fuses and Grounding		
		Door or Gate		

		<p>Emergency Signal</p> <p>Gears, Bearings and Flexible Couplings</p> <p>Guide Rails and Rope Fastenings</p> <p>Lighting and Outlet</p> <p>Motor Generator</p> <p>Operating Control Devices</p> <p>Pipes, Wiring and Ducts</p> <p>Rated Plate, Platform Area and Data Plate</p> <p>Secondary and Deflector Sheaves</p> <p>Standby Power Operation</p> <p>Static Control</p> <p>Stopping Device</p> <p>Suspension Rope</p> <p>Switches</p> <p>Top Emergency Exit</p> <p>Traction Sheaves</p> <p>Ventilation</p>		
2.5	PWD Lift @ 2 units	Cleaning, Operation, Maintenance and	Same with elevators	

		Disinfection of PWD Lift	Buttons and devices functionality inspection Call key and indicator light works and functionality inspection Inspect level and balance of platform	
2.6	Security System Maintenance (CCTV & Access Control)	Camera Condition Camera Lens Camera Views/Positions Controllers Monitors Motion Detection Sensors Switches Time and Date Stamps Wirings and Cables	Ensure that the CCTVs function are working well, directionality/location accuracy, power source and its overall condition.	Daily
2.7	Scoreboard @ 2 units	Operate and maintain at service quality standard for every usage Display Module Power Supply Cooling Fans	Dusting of component and connection with compressed air Conduct routine computer and systems check Check display filters that appear clogged or damaged Execute field calibration Check all power connection Conduct sound inspection for silent or excessively noisy fans	Yearly or as needed Quarterly or as needed Semi-annually or as needed Yearly or as needed Yearly or as needed Every 2 weeks or as needed

		Ventilation Filters	Inspect filters for dust and debris buildup	Monthly or as needed
			Replacement of filters	Semi-annually or as needed
		ProPixel Line Controller (PLC)	Dust off PLC with compressed air and connection	Yearly
		Player/PC	Check for windows update and virus sweeps	Monthly
2.8	Water Tank		<p>Functioning of float operated valves or any other effective device for controlling the inflow of water. All valves to be periodically operated to ensure free movement of the working parts.</p> <p>Working condition of warning alarm which indicates when water goes below 50 mm from the invert of the pipes.</p> <p>Condition of overflow warning alarm for the water tank.</p> <p>Integrity of strainer and net to prevent entry of mosquito or dirt</p> <p>Water analysis at cisterns, hot and cold water outlets. The equipment used for testing should be clean and not contaminate water</p> <p>Removal of sand and dirt deposits in cisterns and tanks</p> <p>Thorough cleaning of tank interior and disinfection</p>	<p>Monthly</p> <p>Semi Annually</p>

			Removal of rust stains and painting of the part as required	
2.9	Fans and Blowers		Lubrication of bearings Check the propeller for any wear or corrosion Check V-belt for proper alignment and tension	Semi Annually Monthly Monthly
2.10	Air conditioning Units	Air Leaks and Vibration Blower and Cooling Fans Breaker (Voltage and Current) Coil Comp Mounts/Vibration Condenser Drip Trays and Flush Elec/Timers Conts and O/Loads Exhaust Fan External Body Fan OP and Vibration/Belts Fans Filters Noise and Vibration Oil Leaks and Pipeworks	Check air filters Check and clean air con unit Check and clean the condensate drain pan and thoroughly clean the heat exchanger.	Every 2 weeks Quarterly Monthly

		<p>Operation Cool/Heat</p> <p>Pipe and Insulation</p> <p>Pumps on Cassette Units</p> <p>Refrigerant Charge</p> <p>T/Stat and Setting</p> <p>Water Leaks</p> <p>Wiring and Terminals</p>		
2.11	Water Potability test		<p>Ensure residual chlorine levels at 0.3 ppm to 1.5 ppm using an automatic chlorine dosing pump to maintain the water potability in tanks.</p> <p>There should be one (1) sampling before the cistern and one (1) sampling after the cistern using a portable residual chlorine analyzer. At least two (2) trials for a water sample after the cistern must be conducted. Result of the 2nd trial must be logged as a component of water potability.</p> <p>Bacteriological and chemical analysis of water samples from tanks must be done and meet the parameters indicated in the Philippine National Standards for Drinking Water (PNSDW).</p>	<p>Daily</p> <p>Twice a day, morning and afternoon</p> <p>Quarterly or as needed</p>

2.12	Swimming Pool	Operations and Maintenance of Pools, Pumps, Filters, Sports Equipment	Ensure cleanliness of the competition pool, diving pool, and training pool. (Vacuuming, filtering, scrubbing, brushing pool and equipment)	Daily
			Clean pool equipment, anti wave lines, float lines, backstroke ledges, starter blocks, bulk heads, diving platforms, springboards, water polo goals, walk ways, among others.	Daily and/or as required
			Removal of all unwanted materials, objects, moss, trash in the pool.	Daily and/or as required
			Operation and maintenance of pumps, filters, vacuum includes calibration of equipment.	Daily and/or as required
			Setting-up of necessary equipment needed for any aquatics sport for events.	Daily and/or as required
			Maintain the required temperature for the water of the pools	Daily and/or as required
2.13	Gym Equipment	Skillrun	Check the condition of the emergency switch	Monthly
		Skillrow	Lubrication of chain	Weekly
		Skillbike	Pedals - Check level of wear and tear	Semi-annually
			Saddle - check stability	Semi-annually
		Displayed watts - check if wattage displayed matches exertion.	Semi-annually	
Dual Adjustable Pulley	Gear unit - ensure gears engage correctly with the handlebar	Semi-annually		
Leg Press		Monthly		

			Spring Hooks - check condition	Monthly
			Lubricate guides	
2.14	Lightning Arrester		Visual inspection	Yearly
			Complete inspection	Yearly
			Critical system complete inspection	Yearly
2.15	Fire Jockey Pumps		Lubricate with a high temperature based grease before using after a long interval of non-operation.	As Needed
			Visually check for leaks	Every Week
			Check for vibration	
			Hand test bearing housing for any sign of temperature rise	
			Adjust gland as necessary to maintain slight leakage	
			Check bearing temperature with a thermometer	Every Month
			Check running hours and consult the re-lubrication interval chart	Every 3 Months
			Check grease lubricated bearings for saponification - i.e. sign of any deposits, oil separation and undue hardening and softening of grease	
			Check running hours and consult the re-lubrication interval chart	Every 6 Months
			Check soft packed gland packing, where fitted, and replace if necessary	

			<p>Check shaft or shaft sleeve for scoring</p> <p>Check alignment of pump motor</p> <p>Check holding down bolts for tightness</p> <p>Check couling for wear</p>	
			<p>Check rotation element for wear</p> <p>Check wear ring clearances</p> <p>Check re-grease for bearings</p> <p>Check running hours and consult the re-lubrication interval chart</p>	Every Year
3	ATHLETES VILLAGE			
3.1	Generator (4 units)	<p>Air Filter</p> <p>Battery Charger</p> <p>Battery Solution Level</p> <p>Battery Terminals</p> <p>Bolts and Nuts</p> <p>Crankcase Oil Level</p> <p>Engine Oil</p> <p>Fan Belts</p> <p>Fuel Tank Level and Supply</p> <p>Fuel Water Separator</p>	Check, clean and replace when necessary	Weekly

		<p>Generator Exterior Body</p> <p>Muffler</p> <p>Noise and Vibration</p> <p>Radiator Coolant Level</p> <p>Shafts and Joints</p>		
3.2	Electrical System/Panel Boards	<p>Equipment</p> <p>Cable Joints</p> <p>Cable Terminations</p> <p>Conduit Wiring</p> <p>Conductors and Relays</p> <p>Contactors and Relays</p> <p>Extension Cords</p> <p>Circuit Breakers</p> <p>Fuses</p> <p>Batteries and Chargers</p> <p>Burning or Ozone Odors on Hot Spots</p> <p>Busway and Bus Duct Circuit Breakers</p> <p>Fans, Motors, and Motor Control</p> <p>Lighting</p>	<p>Ensure the cleanliness of the equipment</p> <p>Check the distribution system: wire/cable conditions for deficiencies such as corrosion/ dirt/ moisture and fire hazards</p> <p>Check circuit breakers condition: deficiencies such as corrosion/noise/excessive temps.</p> <p>Check the fuses: insulator conditions for deficiencies such as burnt or cracks and its overall condition.</p>	Daily

		<p>Panel Doors</p> <p>Potential Sources of free water</p> <p>Switches</p> <p>Switchgear Bus</p> <p>Transformer Oil</p> <p>Transformers</p> <p>Ventilation</p>		
3.3	Fire Detection and Alarm System	<p>Fire Detection and Alarm devices</p> <p>Sprinkler Devices</p> <p>Pumps</p>	<p>Visual inspection of panel lamps & LED's, fuses, primary power supply and interface equipment</p> <p>Test of panel lamps & LED's fuses, primary power supply, fire detection devices and interface equipment</p> <p>Visual inspection of all fire sprinkler devices</p> <p>Test of sprinkler water flow switches, valve tamper switches.</p> <p>Visual inspection of lead acid battery.</p> <p>Test and visual inspection of horns, strobes, chimes & bells, etc.</p> <p>Test and visual inspection of smoke detectors, heat detectors, duct smoke detectors, Electromechanical Releasing Devices and Voice Evacuation Equipment</p> <p>Replacement of sealed lead-acid batteries</p>	<p>Weekly</p> <p>Quarterly</p> <p>Semi-annually</p> <p>Semi-annually</p> <p>Yearly</p> <p>Yearly</p> <p>Every 5 years or when needed</p>

			Replacement of smoke and heat detector	Every 10 years or when needed
3.4	Security System Maintenance (CCTV & Access Control)	<p>Camera Condition</p> <p>Camera Lens</p> <p>Camera Views/Positions</p> <p>Controllers</p> <p>Monitors</p> <p>Motion Detection Sensors</p> <p>Switches</p> <p>Time and Date Stamps</p> <p>Wirings and Cables</p>	Ensure that the CCTVs function are working well, directionality/location accuracy, power source and its overall condition	Daily
3.5	Elevator (6 units)	Cleaning, Operation, Maintenance and Disinfection of Elevator Units	<p>Buttons and devices functionality inspection</p> <p>Call key and telephone works and functionality inspection</p> <p>Check traction machine if balance</p> <p>Inspection machine for unwanted noises, temperature and vibrations</p> <p>Clean brake pads and change brake pads if thickness is less than 3mm</p> <p>The oil level of traction should be filled</p> <p>Oil gauge clearing</p>	<p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily and/or as required</p>

			Deflection sheave and traction should be oiled	Monthly and/or as required
			Pit cleaning and removal of unwanted material	Monthly and/or as required
			The oil level of traction should be filled	Monthly
			Oil gauge clearing	Weekly and/or as required
		Belt or Chain-drive Machine	Deflection sheave and traction should be oiled	Monthly
		Car or Counterweight Safeties	Check if there is abnormal vibration, noise, high temp etc.	Monthly
		Car Body		
		Car Frame and Stiles		
		Controller Wiring, Fuses and Grounding		
		Door or Gate		
		Emergency Signal		
		Gears, Bearings and Flexible Couplings		
		Guide Rails and Rope Fastenings		
		Lighting and Outlet		
		Motor Generator		
		Operating Control Devices		
		Pipes, Wiring and Ducts		

		<p>Rated Plate, Platform Area and Data Plate</p> <p>Secondary and Deflector Sheaves</p> <p>Standby Power Operation</p> <p>Static Control</p> <p>Stopping Device</p> <p>Suspension Rope</p> <p>Switches</p> <p>Top Emergency Exit</p> <p>Traction Sheaves</p> <p>Ventilation</p>		
3.6	Air conditioning Units	<p>Air Leaks and Vibration</p> <p>Blower and Cooling Fans</p> <p>Breaker (Voltage and Current)</p> <p>Coil</p> <p>Comp Mounts/Vibration</p> <p>Condenser</p> <p>Drip Trays and Flush</p> <p>Elec/Timers Conts and O/Loads</p> <p>Exhaust Fan</p>	<p>Check air filters</p> <p>Check and clean air con units</p> <p>Check and clean the condensate drain pan and thoroughly clean the heat exchanger</p>	<p>Every 2 weeks</p> <p>Quarterly</p> <p>Monthly</p>

		<p>External Body</p> <p>Fan OP and Vibration/Belts</p> <p>Fans</p> <p>Filters</p> <p>Noise and Vibration</p> <p>Oil Leaks and Pipeworks</p> <p>Operation Cool/Heat</p> <p>Pipe and Insulation</p> <p>Pumps on Cassette Units</p> <p>Refrigerant Charge</p> <p>T/Stat and Setting</p> <p>Water Leaks</p> <p>Wiring and Terminals</p>		
3.7	Rainwater Harvesting Pump Quick Discharge Connector		Ensure that there is no abnormal vibration & noise during actual operation	Daily
			Ensure that the cabling & lifting chain are tightly secured & the chain is not corroded	Every 6 months
3.8	Basement Submersible Pump Quick Discharge Connector		Ensure that there is no abnormal vibration & noise during actual operation	Daily
			Ensure that the cabling & lifting chain are tightly	Every 6 months

			secured & the chain is not corroded	
3.9	Basement Submersible Pump		Check current and ammeter fluctuation every day	Daily
			Measure the insulation resistance	Monthly
			Replace oil in the mechanical seal chamber	Every 6 months
			Replace mechanical seal	Yearly
			Overhaul of the pump assures safe and long operation	Every 2 to 5 years
3.10	Rainwater Harvesting Pump		Check current and ammeter fluctuation	Daily
			Measure the insulation resistance	Monthly
			Replace oil in the mechanical seal chamber	Every 6 months
			Replace mechanical seal	Yearly
			Overhaul of the pump assures safe and long operation	Every 2 to 5 years
3.11	Water Holding Tank		<p>Functioning of float operated valves or any other effective device for controlling the inflow of water. All valves to be periodically operated to ensure free movement of the working parts</p> <p>Working condition of warning alarm which indicates when water goes below 50 mm from the invert of the pipes</p> <p>Condition of overflow warning alarm for the water tank</p>	Monthly

			<p>Integrity of strainer and net to prevent entry of mosquito or dirt</p> <p>Water analysis at cisterns, hot and cold water outlets. The equipment used for testing should be clean and not contaminate water</p> <p>General housekeeping within the tank room and around to remove any obstruction for accessibility</p> <p>Removal of sand and dirt deposits in cisterns and tanks</p> <p>Thorough cleaning of tank interior and disinfection</p> <p>Removal of rust stains and painting of the part as required</p> <p>Cleaning or washing out pipes to ensure proper flushing out of the water</p>	Semi annual
3.12	Water Potability Test		<p>Ensure residual chlorine levels at 0.3 ppm to 1.5 ppm using an automatic chlorine dosing pump to maintain the water potability in tanks.</p> <p>There should be one (1) sampling before the cistern and one (1) sampling after the cistern using a portable residual chlorine analyzer. At least two (2) trials for a water sample after the cistern must be conducted. Results of the 2nd trial must be logged as a</p>	<p>Daily</p> <p>Twice a day, morning and afternoon</p>

			<p>component of water potability.</p> <p>Bacteriological and chemical analysis of water samples from tanks must be done and meet the parameters indicated in the Philippine National Standards for Drinking Water (PNSDW).</p>	Quarterly or as needed
3.13	Fans and Blowers	<p>Fan Wheel</p> <p>V-Belt</p>	<p>Check the fan wheel for any wear or corrosion. Check also for the buildup of material. Clean or replace the wheel.</p> <p>Check the V-belt drive for proper alignment and tension. Lubricate the bearings.</p> <p>Check all set screws and bolts should be check for tightness</p>	Daily
		<p>Air Filter</p> <p>Air-conditioning and Heat Pump Systems</p> <p>Base Pan</p> <p>Blower Housing, Blower Wheel, and Motor</p> <p>Burning or Ozone Odors on Hot Spots</p> <p>Coil and Cabinet</p> <p>Combustion Blower</p> <p>Compressor and Associated Tubing</p>		Weekly

		Control Box (Associated Controls/Accessories) Current and Voltage Dry and Wet Bulb Temperature Evaporator Coil, Drain Pan and Drain Lines Ignition System Leaks Motor and Fan Blade Noise and Vibration Refrigerant Level System Pressure Ventilation System Wiring and Connection		
3.14	Swimming Pool		Remove Debris	As needed
		Inlet and Outlet Pressure Gage	Check and replace when necessary	Daily
		Pool Walls and Flooring Pumps and Motors Chemical Level	Skim off leaves and debris Brush sediment from pool walls Vacuum the pool Clean skimmer	Weekly

			<p>Keep the pump running</p> <p>Check filter and backwash</p> <p>Adjust water level</p> <p>Add algaecide</p>	
		Valves	Lubricate fittings, valves, and plugs	Monthly
		Filter	Check filter and inspect all parts	
3.15	Fire Jockey Pumps		Lubricate with a high temperature based grease before using after a long interval of non-operation	As Needed
			<p>Visually check for leaks</p> <p>Check for vibration</p> <p>Hand test bearing housing for any sign of temperature rise</p> <p>Adjust gland as necessary to maintain slight leakage</p>	Every Week
			Check bearing temperature with a thermometer	Every Month
			<p>Check running hours and consult the re-lubrication interval chart</p> <p>Check grease lubricated bearings for saponification - i.e. sign of any deposits, oil separation and undue hardening and softening of grease</p>	Every 3 Months
			Check running hours and consult the re-lubrication interval chart	Every 6 Months

			<p>Check soft packed gland packing, where fitted, and replace if necessary</p> <p>Check shaft or shaft sleeve for scoring</p> <p>Check alignment of pump motor</p> <p>Check holding down bolts for tightness</p> <p>Check couling for wear</p>	
			<p>Check rotation element for wear. Check wear ring clearances</p> <p>Check re-grease for bearings</p> <p>Check running hours and consult the re-lubrication interval chart</p>	Every Year
4	RIVER PARK & SITE DEVELOPMENT			
4.1	Electrical System	<p>Bollard lights</p> <p>Solar Panel Boards</p> <p>Batteries</p> <p>Main Control Panel</p>	<p>Cleaning and Maintenance</p> <p>Be sure the fixture temperature is cool enough to touch. Do not clean or maintain while the fixture is energized. Use a soft nylon brush to remove any accumulated dirt</p> <p>Inspect the circuit for sign damage and worn. Inspect control wiring, relays, power supply units, timers, etc. where applicable</p> <p>Verify control circuit fuse rating and continuity.</p>	Daily

		Bulb	Inspection of all panels for paint work damage and signs of corrosion. Check battery tripping packs, battery integrity, signs of defects, etc.	
		Wiring Connection	Regularly check the lights, it should be illuminated. Replace when needed	
			Check visually for any sign of damage	

3. COMPLIANCE WITH SQLs

Sufficient time is allotted to the CONTRACTOR for mobilization and attainment of SQLs. Gradual compliance with SQLs for the different functional elements of the operations and maintenance of NCC Sports Facilities is expected within a certain period of time. For this purpose, BCDA reserves the right to review the compliance of the Operator/Manager to the SQLs after the allowable period of time.

4. PENALTIES

Penalties in SQ plans help to ensure that service quality does not decline below established standards. If the performance levels fail to meet predetermined performance targets, the O&M Partner will be financially penalized. The amount of penalty will be computed based on the performance measures cap of 5% of the monthly payment for each of the performance measures. The penalty payments shall be deducted by BCDA to the monthly O&M payments to be made to the MANAGER, which will be calculated as follows:

No.	SLA	Target	Penalty
1	Management Services	As per implementation timelines	5% of monthly fixed payment for the management fee per day of undelivered/ delay of services
2	Security / Safety Services	As per implementation timelines	5% of monthly fixed payment for the management fee per day of undelivered/ delay of services
3	Routine Maintenance Requirement	As per implementation timelines	5% of monthly fixed payment for the component as identified in the contract per day of undelivered/ delay of services

4	Corrective Maintenance Requirement	As per implementation timelines	5% of monthly fixed payment for the component as identified in the contract per day of undelivered/ delay of services
5	Preventive Maintenance Requirement	As per implementation timelines	5% of monthly fixed payment for the component as identified in the contract per day of undelivered/ delay of services
6	Not keeping required Manpower	As per Performance Management Agreement	Management Level Staff (FM/DFM): PhP 5,000 per day per person for un-sanctioned non-reporting (All other personnel): PhP 1,000 per person for un-sanctioned non-reporting Above charges are in addition to deduction of actual wages for the period of absence based on the rate schedule

Note: The above clause for penalties shall only be applicable for the delay attributed solely to the MANAGER as per his roles and responsibilities.

5. METHOD OF INSPECTION

- A. Formal Inspections of Service Quality Levels-scheduled in advance and carried out by the Manager and with the supervision of the Client or its authorized representative/s. The main purpose of formal inspections is to enable the Client to verify the information presented in the Manager’s reports. Formal inspections will also be scheduled for the follow-up site visits, whose purpose is to verify if the Manager has remedied the causes of earlier non-compliance, within the time frame granted by the Client.
- B. Informal Inspections of Service Quality Levels -the Client and/or its authorized representative/s may carry out informal inspections of SQLs as part of its general mandate. The Client and/or its authorized representatives may do so on its own initiative, at any time and anywhere on the NGAC facilities. The Client and/or its authorized representative/s must use its own means for-these inspections.

MONITORING FORMS

Form 1

DAILY METER READINGS

Facility			
Month/Year			
Date	Meter Reading	Remarks	Name and Signature
01			
02			
03			

04			
05			
06			
07			
08			
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31			

Monitored by:

Noted by:

Operations and Maintenance Personnel

Facilities Manager

Form 2

NO LOAD GENERATOR TEST (IDLE)

Facility		Genset #	
Month/Year			

WEEK	MILEAGE, FUEL STATUS, PROFESSIONAL OBSERVATION AND RECOMMENDATION	NAME AND SIGNATURE
Week 1		
Week 2		
Week 3		
Week 4		

Monitored by:

Noted by:

Operations and Maintenance Personnel

Facilities Manager

Form 3

ROUTINE CHECK OF CONTROL SETTINGS

Facility	
Month/Year	

Date	Meter Reading	Remarks	Name and Signature
01			
02			
03			
04			
05			
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31			

Monitored by:

Noted by:

Operations and Maintenance Personnel

Facilities Manager

Form 4

POWER MONITORING CHECKLIST

Facility	
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Month		
ACTIVITY	ASSESSMENT	RECOMMENDATION
Power Consumption		
Generator Status		
Energy Management		

Monitored by:

Noted by:

 Project Monitoring Team for Interim
 Operations and Maintenance of NCC
 Sports Facilities

 Project Monitoring Team for Interim
 Operations and Maintenance of NCC Sports
 Facilities

Form 5

RIVER PARK CORRIDOR MONITORING CHECKLIST

Facility	River Park Corridor	
Month		
ACTIVITY	ASSESSMENT	RECOMMENDATION
Electrical System / Bollard Lights		
Public Toilets		
Landscape Maintenance		
Garbage Collection		

Monitored by:

Noted by:

 Project Monitoring Team for Interim
 Operations and Maintenance of NCC
 Sports Facilities

 Project Monitoring Team for Interim
 Operations and Maintenance of NCC Sports
 Facilities