

**MINIMUM PERFORMANCE
STANDARDS AND
SPECIFICATIONS**

MINIMUM PERFORMANCE STANDARDS AND SPECIFICATIONS

FOR THE OPERATIONS AND MAINTENANCE OF THE NATIONAL GOVERNMENT AND ADMINISTRATIVE CENTER (NGAC) SPORTS FACILITIES

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 must comply with regard to the operation and maintenance of the NGAC Sports Facility (the “Project”);
- Create certainty for both the Client and the Operator/Manager in the standards of performance expected of the Operator/Manager.

The MPSS forms part of the Property Management Agreement (the “Agreement”) for the operations and maintenance of the National Government Administrative Center (NGAC) Sports facility, and the Operator/Manager is/are 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	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	REPAIR TIME/ ALLOWABLE TOLERANCE
1	Organizational Set-up Personnel* (Maintenance,	Personnel must meet minimum qualification standards Staffing requirements must be filled-up at all times Well trained and highly skilled	Review of Contract of Employment/Services Review of Resume/Personal Data Sheet Spot checks and reports	Appropriate action to be undertaken within seven (7) days of receipt of notice of compliance Unqualified personnel must be replaced within

	Housekeeping and Security)	<p>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>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	<p>Maintain comprehensive plans and programs i.e., (1) Routine, Preventive and Corrective Maintenance Plans (2) Emergency Evacuation Plan (3) Traffic management Plan (4) Energy Conservation Plan</p>	<p>Submitted reports, meetings, review and observations</p>	<p>Appropriate revision to be undertaken within one (1) month from discovery</p>
3	Management Information	<p>Maintain timely submission and generation of reports and billings</p>	<p>Incomplete requirements attached to the reports/billings</p> <p>Non-submission of reports like: (1)Routinary Maintenance (2)Corrective Maintenance Report (3)Preventive Maintenance Report (4) Accident Report (5) Theft (6)Monthly inventory of janitorial & maintenance supplies, equipment and materials (7) Monthly report, submitted on the 15th</p>	<p>Absence of deficiency must be corrected within three (3) days from discovery</p> <p>No tolerance</p>

			<p>day of the succeeding month, shall be comprised of the following: (a) Details of all income and expenditure for that month; (b) Notes and assumptions for all financial report; (c) An explanatory memorandum, if necessary; (d) Collection of dues and other charges report from visitors, tenants and/or concessionaires and other occupants of the Sports Facilities etc.; (e) Tenancy/Occupancy/ Fit-Out status for office and common area spaces. (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 since the last report, with recommendations, if any; (c) A review of the current approved budget, with</p>	
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			<p>recommendations, if any;</p> <p>(d) Schedule of pending capital expenditures projects, if any, and (e) Other reports that may be 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;</p> <p>(b) Financial results for the year ended with commentary, if any;</p> <p>(c) Proposed income and expenditure budgets for the next year; and (d) Other reports that may be 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. Hazardous Waste ID 5. Elevator Permit 6. FSIC Certificate 7. Mechanical Permit 8. Electrical Permit 	Non-payment/Non submission of required proof of payment	No tolerance

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

B. Emergency Services and Traffic Management

ITEM No.	PARTICULARS	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	REPAIR TIME/ ALLOWABLE TOLERANCE
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1	Emergency Response	Assistance and rescue at scene of	Complaints and reports	No tolerance
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		incidents or accidents		
2	Emergency Plans and Programs	Emergency Evacuation Plan	Review of Plan Installation of Signages/warning signs	Appropriate revision to be undertaken within one (1) month from discovery
3	Traffic Management Plans	Maintain traffic management plan especially during events	Complaints and reports	Appropriate revision to be undertaken within one (1) month from discovery

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 obstructions which	Cleaning and clearing De-clogging	Daily Obstruction must be cleared within 7 days after detection

		may reduce the normal cross section and impede the free flow of water: Manholes, Pipe Culverts, Lining Inlets, etc.	Regular flushing with water / rodding etc Removal of sediment or obstruction to restore hydraulic capacity.	Monthly Monthly
5	Ancillary Items	Have to be present , upright, clean and without any significant damage: Street light Traffic/Way finder signage, etc.	Cleaning	Daily
6	Furniture and Equipment	Furniture Gym equipment, etc.	Cleaning, dusting and disinfecting Minimize exposure to sunlight	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	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	Cleaning, dusting and disinfecting Replenish all consumables in restrooms Clean the interior and exterior of toilet bowls and urinals Clean walls and partitions of cubicles, vanity-top, mirrors, wash-hand	daily
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		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	Within thirty (30) days
			Rutting/Spalled: Replacement of wearing course up to 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 signage	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: 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	Check, clean and replace when necessary	Weekly
		Radiator Coolant Level Shafts and Joints		

1.2	Electrical System/Panel Boards	<p>Batteries and chargers</p> <p>Burning or Ozone Odors on Hot Spots</p> <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>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
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		Transformer Oil Transformers Ventilation		
1.3	Fire Detection and Alarm System	Fire Detection and Alarm devices Sprinkler Devices Pumps	<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. 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>Weekly</p> <p>Quarterly</p> <p>Quarterly</p> <p>Yearly (preferably before BFP Inspection)</p> <p>Yearly</p> <p>Yearly</p>
1.4	Elevator (2 units)	Cleaning, Operation, Maintenance and Disinfection of Elevator Units	Buttons and devices functionality inspection	Daily

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

		<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>		
1.5	PWD Lift (4 units)	Cleaning, Operation, Maintenance and Disinfection of Elevator Units	<p>Same with the elevators</p> <p>Regular maintenance - detailed inspection, repair, replacement and</p>	Quarterly

			adjustment of certain parts	
1.6	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
1.7	PABGM		<p>Visual inspection of controller, router, amplifier, SD player and call station lamps and LED's and primary power supply.</p> <p>Testing of PABGM System</p> <p>Visual inspection and cleaning of all speakers.</p> <p>Check speaker audio quality.</p> <p>Testing of entire system</p>	<p>Weekly</p> <p>Quarterly</p> <p>Quarterly</p> <p>Annually</p>

1.8	Scoreboard		<p>Dusting of component and connection with compressed air</p> <p>Conduct routine computer and systems check</p> <p>Check display filters that appear clogged or damaged</p>	<p>Yearly or as needed</p> <p>Quarterly or as needed</p> <p>Semi-annually or as needed</p>
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		<p>Display Module</p> <p>Power Supply</p> <p>Cooling Fans</p> <p>Ventilation Filters</p> <p>ProPixel Line Controller (PLC)</p> <p>Player/PC</p>	<p>Execute field calibration</p> <p>Check all power connection</p> <p>Conduct sound inspection for silent or excessively noisy fans</p> <p>Inspect filters for dust and debris buildup</p> <p>Replacement of filters</p> <p>Dust off PLC with compressed air and connection</p> <p>Check for windows update and virus sweeps</p>	<p>Yearly or as needed</p> <p>Yearly or as needed</p> <p>Every 2 weeks or as needed</p> <p>Monthly or as needed</p> <p>Semi-annually or as needed</p> <p>Yearly</p> <p>Monthly</p>
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1.10	Fans and Blowers		<p>Lubrication of bearings</p> <p>Check the propeller for any wear or corrosion</p> <p>Check V-belt for proper alignment and tension</p>	<p>Semi-annually</p> <p>Monthly</p> <p>Monthly</p>
1.11	Grass Maintenance		<p>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.</p> <p>Watering of grass</p>	<p>At least twice a week or as needed.</p> <p>At least twice a day in the dry season and once a day in the rainy season.</p>
1.12	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 Condenser</p>	<p>Check air filters</p> <p>Check and clean air conditioning unit</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>Drip Trays and Flush</p> <p>Elec/Timers Conds and O/Loads</p> <p>Exhaust Fan</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>		
1.13	Water Potability Test		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.	Daily

			<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>Twice a day, morning and afternoon</p> <p>Quarterly or as needed</p>
1.14	Gym Equipment	<p>Skillrun</p> <p>Skillrow</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		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
			<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

			Check rotation element for wear.	
			<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
2	AQUATIC CENTER			
2.1	Generator (2 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> <p>Generator Exterior Body</p> <p>Muffler</p> <p>Noise and Vibration</p> <p>Radiator Coolant Level</p> <p>Shafts and Joints</p>	Check, clean and replace when necessary	Weekly

2.2	Electrical System/Panel Boards		Ensure the cleanliness of the equipment.	Daily
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		<p>Cable Joints Cable Terminations Conduit Wiring Conductors and Relays Contactors and Relays 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</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>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>	
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		Ventilation		
2.3	Fire Detection and Alarm System	<p>Fire Detection and Alarm devices</p> <p>Sprinkler Devices 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, interface equipment and Fire Detection Devices</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>Weekly</p> <p>Quarterly</p> <p>Quarterly</p> <p>Quarterly</p> <p>Quarterly</p> <p>Yearly</p> <p>Yearly</p> <p>Yearly</p> <p>Yearly</p> <p>Yearly</p>

2.4	Elevator @ 1 unit	<p>Cleaning, Operation, Maintenance and Disinfection of Elevator Units</p> <p>Belt or Chain drive Machine</p> <p>Car or Counterweight Safeties</p> <p>Car Body</p> <p>Car Frame and Stiles</p>	<p>Buttons and devices functionality inspection 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>Deflection sheave and traction should be oiled</p> <p>Pit cleaning and removal of unwanted material</p> <p>The oil level of traction should be filled</p> <p>Oil gauge clearing</p> <p>Deflection sheave and traction should be oiled</p> <p>Check if there is abnormal vibration, noise, high temp etc.</p>	<p>Daily</p> <p>Daily</p> <p>Daily and/or as required</p> <p>Monthly and/or as required</p> <p>Monthly and/or as required</p> <p>Monthly</p> <p>Weekly and/or as required</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p> <p>Monthly</p>
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		<p>Controller Wiring, Fuses and Grounding</p> <p>Door or Gate</p> <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>		
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		Traction Sheaves Ventilation		
2.5	PWD Lift @ 2 units	Cleaning, Operation, Maintenance and Disinfection of PWD Lift	Same with elevators 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	Dusting of component and and connection with compressed air Conduct routine computer and systems check Check display filters that appear clogged or damaged	Yearly or as needed Quarterly or as needed Semi-annually or as needed Yearly or as needed

		Display Module	Execute field calibration	Yearly or as needed
		Power Supply	Check all power connection	Every 2 weeks or as needed
		Cooling Fans	Conduct sound inspection for silent or excessively noisy fans	Monthly or as needed
		Ventilation Filters	Inspect filters for dust and debris buildup	Semi-annually or as needed
		ProPixel Line Controller (PLC)	Replacement of filters	Yearly
		Player/PC	Dust off PLC with compressed air and connection	Monthly
			Check for windows update and virus sweeps	

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>	Monthly
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			<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>	Semi Annually
2.9	Fans and Blowers		<p>Lubrication of bearings</p> <p>Check the propeller for any wear or corrosion</p> <p>Check V-belt for proper alignment and tension</p>	<p>Semi Annually</p> <p>Monthly</p> <p>Monthly</p>

2.10	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 Condenser</p> <p>Drip Trays and Flush</p> <p>Elec/Timers Conts and O/Loads</p> <p>Exhaust Fan</p> <p>External Body</p> <p>Fan OP and Vibration/Belts</p> <p>Fans</p>	<p>Check air filters</p> <p>Check and clean air con unit</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>
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		<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>		
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>Daily</p> <p>Twice a day, morning and afternoon</p> <p>Quarterly or as needed</p>

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

		Dual Adjustable Pulley	Saddle - check stability	Semi-annually
		Leg Press	Displayed watts - check if wattage displayed matches exertion.	Semi-annually
			Gear unit - ensure gears engage correctly with the handlebar	Semi-annually
			Spring Hooks - check condition	Monthly
			Lubricate guides	Monthly

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. Check for vibration. Hand test bearing housing for any sign of temperature rise. Adjust gland as necessary to maintain slight leakage.	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
			<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> <p>Check running hours and consult the re lubrication interval chart.</p>	Every Year
3	ATHLETES VILLAGE			

3.1	Generator (4 units)	Air Filter Battery Charger Battery Solution Level Battery Terminals Bolts and Nuts Crankcase Oil Level Engine Oil Fan Belts	Check, clean and replace when necessary	Weekly
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		Fuel Tank Level and Supply Fuel Water Separator Generator Exterior Body Muffler Noise and Vibration Radiator Coolant Level Shafts and Joints		
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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>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
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		<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>		
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			<p>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>Every year or when needed</p> <p>Every year or when needed</p>
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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>	<p>Ensure that the cctvs function are working well, directionality/location accuracy, power source and its overall condition.</p>	Daily
3.5	Elevator (6 units)	<p>Cleaning, Operation, Maintenance and Disinfection of Elevator Units</p>	<p>Buttons and devices functionality inspection 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>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily</p> <p>Daily and/or as required</p>

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

		<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>		
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/Vibratio</p> <p>n Condenser</p> <p>Drip Trays and Flush</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>Elec/Timers Concs and O/Loads</p> <p>Exhaust Fan</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		Ensure that there is no abnormal vibration &	Daily

	Quick Discharge Connector		noise during actual operation.	
			Ensure that the cabling & lifting chain are tightly secured & the chain is not corroded.	Every 6 months
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.	Yearly or as needed

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
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			<p>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>	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 build up 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>		Weekly

		<p>Compressor and Associated Tubing</p> <p>Control Box (Associated Controls/Accessories)</p> <p>Current and Voltage</p> <p>Dry and Wet Bulb Temperature</p> <p>Evaporator Coil, Drain Pan and Drain Lines</p> <p>Ignition System</p> <p>Leaks</p> <p>Motor and Fan Blade</p> <p>Noise and Vibration</p> <p>Refrigerant Level</p> <p>System Pressure</p> <p>Ventilation System</p> <p>Wiring and Connection</p>		
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. Keep the pump running.	Weekly
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			Check filter and backwash. Adjust water level Add algaecide.	
		Valves Filter	Lubricate fittings, valves, and plugs. Check filter and inspect all parts.	Monthly
3.15	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. Check for vibration. Hand test bearing housing for any sign of temperature rise. Adjust gland as necessary to maintain slight leakage.	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
			<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>	Every 6 Months

			<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

4	RIVER PARK & SITE DEVELOPMENT			
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4.1	Electrical System	Bollard lights Solar Panel Boards Batteries Main Control Panel Bulb	Cleaning and Maintenance Be sure 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. Inspect the circuit for sign damage and worn. Inspect control wiring, relays, power supply units, timers, etc. where applicable. Verify control circuit fuse rating and continuity. Inspection of all panels for paint work damage and signs of corrosion. Check battery tripping packs, battery integrity, signs of defects, etc.	Daily
		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 Operator/Manager for mobilization and attainment of SQLs. Gradual compliance with SQLs for the different functional elements of the operations and maintenance of NGAC 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 MANAGER 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
	Management Services	As per implementation timelines	5% of monthly fixed payment for the management fee of the Facility concerned per day of undelivered/ delay of services
	Emergency Services/ Traffic Management	As per implementation timelines	5% of monthly fixed payment for the management fee of the Facility concerned per day of undelivered/ delay of services
	Routine Maintenance Requirement	As per implementation timelines	5% of monthly fixed payment for the management fee of the Facility concerned per day of undelivered/ delay of services

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

	Preventive Maintenance Requirement	As per implementation timelines	5% of monthly fixed payment for the management fee of the Facility concerned per day of undelivered/ delay of services
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	Not keeping required Manpower	As per Performance Management Agreement	<p>Management Level Staff (FM/DFM): PhP 5,000 per day per person per day for un-sanctioned non reporting</p> <p>(All other personnel): PhP 1,000 per person per day for un-sanctioned non reporting</p> <p>Above charges are in addition to deduction of actual wages for the period of absence based on the rate schedule</p>
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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 anytime and anywhere on the NGAC facilities. The Client and/or its authorized representative/s must use its own means for-these inspections.

MONITORING FORMS

Daily Meter Readings (For Power and Water)

Facility			
Month/Year			
Date	Meter Reading	Remarks	Name and Signature

1			
2			
3			
4			
5			
6			
7			
8			
9			
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11			
12			
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14			
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26			
27			
28			
29			
30			
31			

Noted by:

Facilities Manager

No Load Generator Test (Idle)

Facility	
Generator Set Number	
Month/Year	

Week	Mileage, Fuel Status, Professional Observation and Recommendation	Name and Signature
Week 1		
Week 2		
Week 3		
Week 4		

Noted by:

Facilities Manager

Routine check of control settings

Facility			
Month/Year			
Date	Status and Recommendation	Name and signature	
1			
2			
3			

4		
5		
6		
7		
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11		
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13		
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30		
31		

Noted by:

Facilities Manager

Power Monitoring Checklist (NGAC)

Facility		
Month/Year		
Activity	Assessment	Recommendation
Power Consumption		

Generator Status		
Energy Management		

Prepared by: Noted by:

_____ PMT Member, BCDA PMT Head,
BCDA