

ANNEX “E” – MINIMUM PERFORMANCE STANDARD AND SPECIFICATIONS

The purpose of the Minimum Performance Standards and Specifications for the operations and maintenance of the New Clark City Sports Facility Complex (the “MPSS”) is to:

- Establish the minimum requirements that the O&M Service Provider must comply with regard to the operation and maintenance of the Sports Facilities (the “Project”);
- Create certainty for both the Client and the O&M Service Provider in the standards of performance expected of the O&M Service Provider.

The MPSS shall be part of the Terms of Reference for the operations and maintenance of the Sports Facilities, and the O&M Service Provider is required to comply with all the MPSS provisions.

The **MANAGED PROPERTY** shall refer to the following components of Sports Facilities in New Clark City, Tarlac and execute the provision of O&M Services to the following:

1. AQUATICS CENTER	2. ATHLETICS STADIUM including Warm Up Track, Throwing Area and Open Parking (in front of AV):
<ul style="list-style-type: none"> ● Generator Maintenance ● Electrical System/ Panel Boards ● Fire Alarm System ● Electronic Systems ● Elevator Maintenance ● Scoreboard Operations and Maintenance ● Security System Maintenance (CCTV and Access Control) ● Fans, Blowers, and Pumps (Mechanical) ● Air conditioning Units ● Gym Equipment Maintenance ● Pest / Termite Control ● Garbage Collection and Disposal ● Cleaning of Sanitary and Drainage Lines ● Maintenance of Gardens and Landscaping ● Glass and Roof Framing Cleaning ● Cleaning and Maintenance of Swimming Pools ● Public Address and Background Music System 	<ul style="list-style-type: none"> ● Generator Maintenance ● Electrical System/ Panel Boards ● Fire Alarm System ● Electronic Systems ● Elevator Maintenance ● Scoreboard Operations and Maintenance ● Security System Maintenance (CCTV and Access Control) ● Fans, Blowers, and Pumps (Mechanical) ● Air conditioning Units ● Gym Equipment Maintenance ● Pest / Termite Control ● Garbage Collection and Disposal ● Cleaning of Sanitary and Drainage Lines ● Maintenance of Gardens and Landscaping ● Glass and Roof Framing Cleaning ● Grass Maintenance/Pitch for football games ● Public Address and Background Music System

3. ATHLETES' VILLAGE	4. RIVER PARK AND SITE DEVELOPMENT including the SEWERAGE TREATMENT PLANT (STP)
<ul style="list-style-type: none"> ● Generator Maintenance ● Electrical System/ Panel Boards ● Fire Alarm System ● Electronic Systems ● Elevator Maintenance ● Security System Maintenance (CCTV and Access Control) ● Ventilation Fans and Blowers ● Air conditioning Units (Window Type) ● Gym Equipment Maintenance ● Pest / Termite Control ● Garbage Collection and Disposal ● Cleaning of Sanitary and Drainage Lines ● Maintenance of Gardens and Landscaping ● Cleaning of Glass Windows ● Cleaning and Maintenance of Swimming Pool ● Cistern Tank Maintenance ● Maintenance of Basketball Court ● Public Address and Background Music System 	<ul style="list-style-type: none"> ● Electrical System ● Sanitary and Drainage Lines ● Landscape and Streetlights ● Garbage Disposal and Collection ● Restrooms ● Playgrounds, amphitheatres, viewing decks, art works ● Pavements ● General Maintenance

The following tables define the **Service Quality Level (SQL)** for the different aspects of operation and maintenance of the MANAGED PROPERTY. 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	ALLOWABLE TIME
1	Organizational Set-Up Personnel Maintenance, Housekeeping)	<ul style="list-style-type: none"> ● Personnel must meet minimum qualification standards ● Staffing requirements must be filled-up at all times ● Well trained and highly skilled personnel (Facilities Manager, Technical Staff and Housekeeping Personnel) ● Full deployment of personnel at all times ● Compliance with the government requirement on payment of personnel's SSS, Pag-ibig, etc. 	<ul style="list-style-type: none"> ● Review of Contract of Employment / Services ● Review of Resume ● Spot checks and reports ● Spot checks and reports ● Spot checks and reports 	<ul style="list-style-type: none"> ● 7 days of receipt of notice of compliance ● Unqualified personnel must be replaced within three days from discovery ● Erring personnel must be meted disciplinary measures within forty-eight (48) hours from discovery ● Immediate/As need arise ● Immediate/As need arise
2	Plans and Programs	<ul style="list-style-type: none"> ● Maintain comprehensive plans and programs i.e., (1) Routine, Preventive and 	<ul style="list-style-type: none"> ● Submitted reports, meetings, review and observations 	<ul style="list-style-type: none"> ● Monthly submission of comprehensive plan and programs

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
		Corrective Maintenance Plans; (2) Emergency Evacuation Plan (3) Traffic management Plan; (4) Energy Conservation Plan		<ul style="list-style-type: none"> Appropriate revision to be undertaken within one (1) week from discovery
3	Management Information	<ul style="list-style-type: none"> Maintain timely submission and generation of reports and billings 	<ul style="list-style-type: none"> Incomplete requirements attached to the reports/billings Non-submission of reports like: <ol style="list-style-type: none"> Routinary Maintenance Corrective Maintenance Report Preventive Maintenance Report Accident Report Theft Monthly inventory of janitorial & maintenance supplies, equipment and materials Monthly report, submitted on the 15th day 	<ul style="list-style-type: none"> Monthly submission with an allowable time of 15 Calendar Days Absence of deficiency must be corrected within three (3) days from discovery Immediate/As need arise

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
			<p>of the succeeding month, shall be comprised of the following:</p> <ul style="list-style-type: none"> (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>(8) Quarterly report, submitted on the 10th day of the succeeding</p>	

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
			<p>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;</p> <p>(b) A table of tenancy alterations since the last report, with recommendations, if any;</p> <p>(c) A review of the current approved budget, with recommendations, if any;</p> <p>(d) Schedule of pending capital expenditures projects, if any, and</p> <p>(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</p>	

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
			<p>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; (c) Proposed income and expenditure budgets for the next year; and</p> <p>(d) Other reports that maybe required by the BCDA from time to time</p>	
4	Permit, Taxes and Licenses	<ul style="list-style-type: none"> ● Timely payment of permit, taxes and licenses for the Athletes Village, Athletics Stadium and Aquatics Center: <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 	<ul style="list-style-type: none"> ● Non-payment/Non-submission of required proof of payment ● Provision of timeline for securing permits for approval of BCDA 	<ul style="list-style-type: none"> ● Immediate/As need arise ● As per approved timeline

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
		9. Plumbing/Sanitary Permit 10. Pollution Control Certification/ Registration		
5	Supply and Delivery of maintenance and janitorial supplies	<ul style="list-style-type: none"> ● Maintain monthly stock of MONTHLY SUPPLIES stated in Annex C like tissue paper, soap, trash bags and bins, rags, dust pan, mop, mop squeezer, broom, etc. or upon the issuance of Requisition and Issue Slip of BCDA, as needs arise ● Provide minimum inventory at all times and Economic Order of Quantity (EOQ) 	<ul style="list-style-type: none"> ● Spot checks and reports ● Inventory taking 	<ul style="list-style-type: none"> ● Immediate/As need arise
6	Energy and Water Saving Measures	<ul style="list-style-type: none"> ● Daily recording of water and electricity consumption. ● Electricity and water driven appliances and fixtures must be turned off when not in used 	<ul style="list-style-type: none"> ● Non-submission of monthly report ● Visual inspection and reports 	<ul style="list-style-type: none"> ● Immediate/As need arise ● Immediate/As need arise

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
		<ul style="list-style-type: none"> • Drinking water faucets/taps should be available 95% of the time. • Flushing mechanisms of WCs & urinals and faucets/taps in the restrooms / toilets should be available 95% of the time. <p><i>Actual operational hours in a day as percentage of total planned operational hours of the respective facility of NCC Sports Complex in a day. The non-availability of water in any faucet/tap or flushing mechanism shall also be deemed to be considered as non-availability of that asset</i></p>	<ul style="list-style-type: none"> • Visual inspection and reports 	
7	Safety and Health Practices	<ul style="list-style-type: none"> • Wearing of Personal Protective Equipment and safe work practices, when performing corrective and preventive maintenance works 	<ul style="list-style-type: none"> • Visual inspection and reports • Certification from a DoH-accredited testing facility/ laboratory that the toilet floor and sanitary fixtures/ fittings/ 	<ul style="list-style-type: none"> • Immediate/As need arise

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
		<ul style="list-style-type: none"> • Open manholes must be covered at all times for the safety of the general public • A cleanliness Certificate of the restrooms / toilets from an appropriate competent agency/ department shall be valid 100% of the time. • Certification for Cleanliness of Dining and common areas from a DOH-accredited testing facility/ laboratory shall be valid 100% of the time. 	<p>furnishings e.g. doors, toilets/ water closets, toilet seats, urinals, faucets, soap dispensers, roll paper holders, grab bars, dispensers, and the like only contain normal/ permissible levels of bacteria and human pathogens e.g. <i>Streptococcus</i>, <i>Staphylococcus</i>, <i>E. Coli</i>, <i>Shigellosis</i>, <i>Salmonella</i>, <i>Lactobacillaceae</i>, and <i>the like</i>. Issuance date of such certification shall not be more than three (3) months old at any time.</p> <ul style="list-style-type: none"> • Certification from a DoH-accredited testing facility/ laboratory that all the surfaces touched by human hands and human footwear only contain normal/ 	

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	ALLOWABLE TIME
			<p>permissible levels of bacteria and human pathogens e.g. <i>Streptococcus</i>, <i>Staphylococcus</i>, <i>E. Coli</i>, <i>Shigellosis</i>, <i>Salmonella</i>, <i>Lactobacillaceae</i>, and the like.</p> <p>Issuance date of such certification shall not be more than three (3) months old at any time.</p>	

B. Emergency Services and Traffic Management

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	REPAIR TIME/ ALLOWABLE TOLERANCE
1	Emergency Response	<ul style="list-style-type: none"> Assistance and rescue at scene of incidents or accidents 	<ul style="list-style-type: none"> Complaints and reports 	<ul style="list-style-type: none"> Immediate/As need arise
2	Emergency Plans and Programs	<ul style="list-style-type: none"> Emergency Evacuation Plan 	<ul style="list-style-type: none"> Review of Plan Installation of Signages/warning signs 	<ul style="list-style-type: none"> Appropriate revision to be undertaken within one (1) month from discovery
3	Traffic Management Plans	<ul style="list-style-type: none"> Maintain traffic management plan especially during events 	<ul style="list-style-type: none"> Complaints and reports 	<ul style="list-style-type: none"> Appropriate revision to be undertaken within one (1) month from discovery

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	DETECTION AND MEASUREMENT	REPAIR TIME/ ALLOWABLE TOLERANCE
		<ul style="list-style-type: none"> • Pedestrian circulation / movement shall be on the designated pedestrian walkways / areas 100% of the time. <i>During operational hours of the NCC Sports Complex, no pedestrian shall be walking on the areas which are not designated as pedestrian walkways/areas.</i> 	<ul style="list-style-type: none"> • Complaints and reports 	

2. MAINTENANCE

A. Routine Maintenance Minimum Requirement

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
1	Greening, Pruning and Landscaping	<ul style="list-style-type: none"> • Trees, Shrubs and grasses • Pitch grass must be kept at a height of 25-30 mm during football games and not to exceed 60 mm on regular days 	<ul style="list-style-type: none"> • Watering • Grass cutting/Pruning • Defelting - soil aeration • Sanding, overseeding, re-turfing 	<ul style="list-style-type: none"> • At least twice a day in the dry season and once a day in the rainy season. • Once a month in the dry season and twice a week in the rainy season, except for Stadium/warm-up track grass or as needed to comply with the MPSS

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
			<ul style="list-style-type: none"> ● Litter picking/sweeping ● Removal of vines & weeds ● Plant Propagation and fertilizing 	<ul style="list-style-type: none"> ● Daily ● Daily ● When needed
2	Carriageway	<ul style="list-style-type: none"> ● Paved surface (rigid) Curb and Gutter Shoulder Bike Lane 	<ul style="list-style-type: none"> ● Works performed to ensure pavement serviceability but not limited to paved surface cleaning and upkeep of shoulders and bike lane 	<ul style="list-style-type: none"> ● Daily
3	Slopes in cut section	<ul style="list-style-type: none"> ● Slope in cut section must always be stable 	<ul style="list-style-type: none"> ● Works performed to preserve original cross sections such as cleaning and removal of destructive weeds 	<ul style="list-style-type: none"> ● Daily
4	Drainage System	<ul style="list-style-type: none"> ● Ensure that elements and structures are without any obstructions which 	<ul style="list-style-type: none"> ● Cleaning and clearing ● De-clogging 	<ul style="list-style-type: none"> ● Daily Obstruction must be cleared within 7 days after detection
5	Ancillary Items	<ul style="list-style-type: none"> ● Have to be present, upright, clean and without any significant damage: 	<ul style="list-style-type: none"> ● Cleaning 	<ul style="list-style-type: none"> ● Daily

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
		<ul style="list-style-type: none"> Street light Traffic/Way finder signage, etc. 		
6	Furniture and Equipment	<ul style="list-style-type: none"> Furniture, Gym equipment, etc. 	<ul style="list-style-type: none"> Cleaning, dusting and disinfecting Minimize exposure to sunlight 	<ul style="list-style-type: none"> Daily
7	Solid waste collection and disposal	<ul style="list-style-type: none"> Collection and disposal of solid waste must be done properly to avoid pest infestation and foul odor Safe and legal disposal of waste generated within the NCC Sports Complex premises in accordance with applicable laws/regulations/ guidelines. 	<ul style="list-style-type: none"> Solid waste collection Proper disposal of solid waste to an authorized sanitary landfill. Burning of solid waste is not allowed. None of the waste collection bins should be overflowing for 99% of the time. 	<ul style="list-style-type: none"> Daily Weekly or when the container given by the authorized landfill is full Daily
8	Building interior and surrounding	<ul style="list-style-type: none"> 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 areas, internal 	<ul style="list-style-type: none"> Cleaning, dusting and disinfecting Replenish all consumables in restrooms Clean the interior and exterior of toilet bowls and urinals Clean walls 	<ul style="list-style-type: none"> Daily

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
		<p>road, parks, bleacher seats, etc</p> <ul style="list-style-type: none"> ● Ambient conditions in the covered spaces. Temperature range in all covered spaces within project compound to be 20-24 Degree Celsius during operational hours, and Relative Humidity levels – Correlated relative humidity to specified temperature range. ● All building finishes and fixtures including electrical, mechanical, plumbing and furniture, exterior and interior paints, perimeter walls, gates, doors, etc. should be intact to 95% of the level as to the level/quality at the Contract signing date of the Project pursuant to the joint inspection 	<p>and partitions of cubicles, vanity-top, mirrors, wash-hand basins, soap dispensers and hand-dryers</p> <ul style="list-style-type: none"> ● Empty waste bins and sweep the floor ● Mop the floor with damp mop ● Conduct final inspection and update work records ● Measurement will be in terms of temperature and humidity levels in all covered areas during the operational hours of the respective facility of NCC Sports Complex. ● The available time to be measured using actual operational hours in a day as percentage of total planned operational hours of the respective facility of 	

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
		between BCDA and the Manager.	NCC Sports Complex in a day.	
9	Building exterior	<ul style="list-style-type: none"> ● Including glass, gutter and roof 	<ul style="list-style-type: none"> ● Cleaning and clearing of debris 	<ul style="list-style-type: none"> ● Monthly
10	Pest and termite control	<ul style="list-style-type: none"> ● Engagement of a license termite/pest control contractor ● Certification by the Fertilizer and Pesticides Authority (FPA) and/or Pest Control Association of the Philippines and/or the National Committee on Urban Pest Control (NCUPC), Food and Drugs Administration (FDA) and other related pest control associations duly accredited by the Philippine government that all products/chemicals to be used are duly authorized and approved for application for urban pest control services and that the products shall be environment friendly, highly technical and 	<ul style="list-style-type: none"> ● Pest control ● Termite control ● Certification 	<ul style="list-style-type: none"> ● 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) ● Issuance of certification after every pest and termite control execution.

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
		economical, safe to human health and plants.		
11	River Slope Protection	<ul style="list-style-type: none"> • Must be intact and free from growth of vegetation 	<ul style="list-style-type: none"> • Cleaning and clearing 	<ul style="list-style-type: none"> • Obstruction must be cleared within 3 days after detection

B. Corrective Maintenance Minimum Requirement

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
1	Greening, Pruning and Landscaping	<ul style="list-style-type: none"> • Trees, Shrubs and grasses 	<ul style="list-style-type: none"> • Replacement of damaged/dead trees, grass and shrubs including topsoil/sand if necessary 	<ul style="list-style-type: none"> • Within seven (7) days
2	Carriageway	<ul style="list-style-type: none"> • Paved surface (rigid) Curb and Gutter Shoulder Bike Lane 	<ul style="list-style-type: none"> • Crack sealing/concrete crack repair • Rutting/Spalled: Replacement of wearing course up to embankment if necessary 	<ul style="list-style-type: none"> • Within thirty (30) days
3	Slopes in cut section	<ul style="list-style-type: none"> • Slope in cut section must always be stable 	<ul style="list-style-type: none"> • Application of top soil or slope protection for damaged slope 	<ul style="list-style-type: none"> • Fallen slope material must be removed within 48 hours

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
4	Drainage System	<ul style="list-style-type: none"> ● Manholes Pipe Culverts Lining Inlets, etc. 	<ul style="list-style-type: none"> ● Sealing of cracks ● Concrete patching of damaged portion 	<ul style="list-style-type: none"> ● Within 48 hours ● Within 48 hours
5	Ancillary Items	<ul style="list-style-type: none"> ● Street light ● Signage/Way finder ● Pavement markings 	<ul style="list-style-type: none"> ● Corrective works on poles ● Replacement of busted bulbs and batteries ● Replacement of damaged signage ● Have to be present and firmly attached to Pavement 	<ul style="list-style-type: none"> ● Within 48 hours ● Within 24 hours ● Within one week ● Damaged pavement paints studs must be replaced within fourteen (14) days from discovery.
6	River Slope Protection	<ul style="list-style-type: none"> ● Gabion, etc. 	<ul style="list-style-type: none"> ● Restoration of slope protect 	<ul style="list-style-type: none"> ● Damaged slope protection must be restored within seven (7) days upon discovery
7	Fence	<ul style="list-style-type: none"> ● Have to be present, upright, clean and without any significant damage or opening 	<ul style="list-style-type: none"> ● Repair and replacement of damaged fence ● Repair works include the Repainting of Fences once fading has been determined. 	<ul style="list-style-type: none"> ● Repair works must be done within 7 days after discovery

ITEM	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
8	Building and other structures	<ul style="list-style-type: none"> Architectural Structural Mechanical Electrical Fire Protection, etc. 	<ul style="list-style-type: none"> Works performed to prevent major deterioration of structures to include but not limited to: <ul style="list-style-type: none"> - Repair and replacement of damaged building components including equipment and fixtures 	<ul style="list-style-type: none"> 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	PARTICULAR	MINIMUM PERFORMANCE STANDARDS	REQUIRED SERVICES	FREQUENCY OF SERVICE
1	ATHLETICS STADIUM			
	a. Generator (6 units)	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Check, clean and replace when necessary Submission of Preventive Maintenance Plan Diesel/Fuel/Oil/Water Level always full 	<ul style="list-style-type: none"> Weekly Daily

		<ul style="list-style-type: none"> ● Radiator Coolant Level ● Shafts and Joints 		
	b. Electrical System/Panel Boards	<ul style="list-style-type: none"> ● Batteries and chargers ● Burning or Ozone Odors on Hot Spots ● Busway and Bus Duct Circuit Breakers ● Cable Joints ● Cable Terminations ● Conduit Wiring ● Conductors and Relays ● Contactors and Relays ● Extension Cords Circuit Breakers ● Fuses ● Fans, Motors, and Motor Control ● Lighting ● Panel Doors ● Potential Sources of free water ● Switches ● Switchgear Bus ● Transformer Oil ● Transformers ● Ventilation 	<ul style="list-style-type: none"> ● Ensure the cleanliness of the equipment. ● Check the distribution system: wire/cable conditions for deficiencies such as corrosion/dirt/moisture and fire hazards. ● Check circuit breakers condition: deficiencies such as corrosion/noise/excessive temps. ● Check the fuses: insulator conditions for deficiencies such as burnt or cracks and its overall condition. 	<ul style="list-style-type: none"> ● Daily
	c. Fire Detection and Alarm System	<ul style="list-style-type: none"> ● Fire Detection and Alarm devices ● Sprinkler Devices Pumps. ● System shall adhere to following codes and 	<ul style="list-style-type: none"> ● Visual inspection of panel lamps & led, fuses, primary power supply and interface equipment 	<ul style="list-style-type: none"> ● Weekly

		<p>manuals - BS 5839-1:2017, EN 54, BS EN 12845: 2015, BS EN 15004-8:201, BS EN 1846-3:2013, BS EN 1028-1:2002 + A1:2008.</p> <p><i>The system shall adhere to the standards mentioned in the applicable codes/manual for 99.9% of the time. Certification from a BCDA accredited testing facility that all system components are operational in good condition and issuance of such certification shall not be more than six (6) months old at any time.</i></p>	<ul style="list-style-type: none"> ● Test of panel lamps & led fuses, primary power supply, fire detection devices and interface equipment ● Visual inspection of all fire sprinkler devices ● Test of sprinkler water flow switches, valve tamper switches. ● Visual inspection of lead acid battery. ● Test and visual inspection of horns, strobes, chimes & bells, etc. ● Test and visual inspection of smoke detectors, heat detectors, duct smoke detectors, Electromechanical Releasing Devices and Voice Evacuation Equipment. ● Replacement of sealed lead-acid batteries. 	<ul style="list-style-type: none"> ● Quarterly ● Quarterly ● Yearly (preferably before BFP Inspection) ● Yearly
--	--	---	--	---

			<ul style="list-style-type: none"> ● Replacement of smoke and heat detector 	<ul style="list-style-type: none"> ● Yearly
	d. Elevator (2 units)	<ul style="list-style-type: none"> ● Cleaning, Operation, Maintenance and Disinfection of Elevator Units Belt or Chain drive Machine ● Car or Counterweight Safeties ● 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 ● Rated Plate, Platform Area and Data Plate Secondary and Deflector Sheaves ● Standby Power Operation ● Static Control ● Stopping Device ● Suspension Rope ● Switches ● Top Emergency Exit 	<ul style="list-style-type: none"> ● Buttons and devices functionality inspection ● Call key and telephone works and functionality inspection ● Check traction machine if balance ● Inspection machine for unwanted noises, temperature and vibrations ● Clean brake pads and change brake pads if thickness is less than 3mm ● The oil level of traction should be filled ● Oil gauge clearing 	<ul style="list-style-type: none"> ● Daily ● Daily ● Daily and/or as required ● Monthly and/or as required ● Monthly and/or as required ● Monthly ● Weekly and/or as required

		<ul style="list-style-type: none"> • Traction Sheaves • Ventilation <ul style="list-style-type: none"> • Elevators should be available 98% of the time. 	<ul style="list-style-type: none"> • Deflection sheave and traction should be oiled • Pit cleaning and removal of unwanted material • The oil level of traction should be filled • Oil gauge clearing Deflection sheave and traction should be oiled • Check if there is abnormal vibration, noise, high temp etc. • The available time to be measured for elevators using actual operational hours in a day as percentage of total planned operational hours of the respective facility of NCC Sports Complex in a day. 	<ul style="list-style-type: none"> • Monthly • Monthly • Monthly
	e. PWD Lift (4 units)	<ul style="list-style-type: none"> • Cleaning, Operation, Maintenance and Disinfection of Elevator Units 	<ul style="list-style-type: none"> • Same with the elevator's • Regular maintenance - detailed inspection, repair, replacement and 	<ul style="list-style-type: none"> • Quarterly

			adjustment of certain parts	
	f. Security System Maintenance (CCTV & Access Control)	<ul style="list-style-type: none"> ● Camera Condition ● Camera Lens ● Camera Views/Positions ● Controllers ● Monitors ● Motion Detection Sensors ● Switches ● Time and Date Stamps ● Wirings and Cables 	<ul style="list-style-type: none"> ● Ensure that the CCTV's functions are working well, directionality/location accuracy, power source and its overall condition. 	<ul style="list-style-type: none"> ● Daily
	g. PABGM	Public address system should be available at least 95% of the time.	<ul style="list-style-type: none"> ● Visual inspection of controller, router, amplifier, SD player and call station lamps and LEDs and primary power supply. ● Testing of PABGM System Visual inspection and cleaning of all speakers. ● Check speaker audio quality. ● Testing of entire system ● The available time to be measured for each asset, using actual operational hours in a day as percentage of total 	<ul style="list-style-type: none"> ● Weekly ● Quarterly ● Quarterly ● Annually

			planned operational hours of the respective facility of NCC Sports Complex in a day.	
	h. Scoreboard	<ul style="list-style-type: none"> • Display Module • Power Supply • Cooling Fans • Ventilation Filters • Pro-Pixel Line Controller (PLC) • Player/PC 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

			<ul style="list-style-type: none"> • Dust off PLC with compressed air and connection • Check for windows update and virus sweeps 	<ul style="list-style-type: none"> • Yearly • Monthly
	i. Water Tank		<ul style="list-style-type: none"> • 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. • 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. • Integrity of strainer and net to prevent entry of mosquito or dirt. • Water analysis at cisterns, hot and cold water outlets. The 	<ul style="list-style-type: none"> • Monthly • Monthly • Semi-Annually

			<p>equipment used for testing should be clean and not contaminate water.</p> <ul style="list-style-type: none"> • General housekeeping within the tank room and around to remove any obstruction for accessibility. • Removal of sand and dirt deposits in cisterns and tanks. • Thorough cleaning of tank interior and disinfection. • Removal of rust stains and painting of the part as required. 	
	j. Fans and Blowers		<ul style="list-style-type: none"> • Lubrication of bearings • Check the propeller for any wear or corrosion • Check V-belt for proper alignment and tension 	<ul style="list-style-type: none"> • Semi-annually • Monthly • Monthly
	k. Grass Maintenance		<ul style="list-style-type: none"> • The grass should be maintained at a height of 	<ul style="list-style-type: none"> • At least twice a week or as needed.

			<p>3 cm to 4 cm. Before a competition, it must be cut to 1.5cm to 2cm.</p> <ul style="list-style-type: none"> • Watering of grass 	<ul style="list-style-type: none"> • At least twice a day in the dry season and once a day in the rainy season.
	I. Air conditioning Units	<ul style="list-style-type: none"> • 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 • Operation Cool/Heat • Pipe and Insulation • Pumps on Cassette Units • Refrigerant Charge • T/Stat and Setting • Water Leaks • Wiring and Terminals 	<ul style="list-style-type: none"> • Check air filters • Check and clean air con unit • Check and clean the condensate drain pan and thoroughly clean the heat exchanger. 	<ul style="list-style-type: none"> • Every 2 weeks • Quarterly • Monthly

	m. Water Potability Test		<ul style="list-style-type: none"> • 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. • 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. • 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). 	<ul style="list-style-type: none"> • Daily • Twice a day, morning and afternoon • Quarterly or as needed
	n. Gym Equipment	<ul style="list-style-type: none"> • Skillrun 	<ul style="list-style-type: none"> • Check the condition of the emergency switch 	<ul style="list-style-type: none"> • Monthly

		<ul style="list-style-type: none"> • Skillrow • Skillbike • Dual Adjustable Pulley • Leg Press • Treadmill • All equipment inside the Gym 	<ul style="list-style-type: none"> • Lubrication of chain • Pedals - Check level of wear and tear • Saddle - check stability • Displayed watts - check if wattage displayed matches exertion. • Gear unit - ensure gears engage correctly with the handlebar • Spring Hooks - check condition • Lubricate guides 	<ul style="list-style-type: none"> • Weekly • Semi-annually • Semi-annually • Semi-annually • Semi-annually • Monthly • Monthly
	o. Lightning Arrester		<ul style="list-style-type: none"> • Visual inspection • Complete inspection • Critical system complete inspection 	<ul style="list-style-type: none"> • Yearly • Yearly • Yearly
	p. Fire Jockey Pumps		<ul style="list-style-type: none"> • Lubricate with a high temperature based grease before using after a long interval of non operation. 	<ul style="list-style-type: none"> • As Needed

			<ul style="list-style-type: none"> ● 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. ● Check bearing temperature with a thermometer. ● Check running hours and consult the re lubrication interval chart. ● Check grease lubricated bearings for saponification - i.e. sign of any deposits, oil separation and undue hardening and softening of grease. 	<ul style="list-style-type: none"> ● Every Week ● Every Month ● Every 3 Months ● Every 6 Months
--	--	--	--	---

			<ul style="list-style-type: none"> ● Check running hours and consult the re lubrication interval chart. ● Check soft packed gland packing, where fitted, and replace if necessary. ● Check shaft or shaft sleeve for scoring. ● Check alignment of pump motor. Check holding down bolts for tightness. ● Check coiling for wear. ● Check rotation element for wear. ● Check wear ring clearances. ● Check re-grease for bearings. ● Check running hours and consult the re lubrication interval chart 	<ul style="list-style-type: none"> ● Every Year
2	AQUATIC CENTER			

	<p>a. Generator units) (6</p>	<ul style="list-style-type: none"> ● 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 	<ul style="list-style-type: none"> ● Check, clean and replace when necessary 	<ul style="list-style-type: none"> ● Weekly
	<p>b. Electrical System/Panel Boards</p>	<ul style="list-style-type: none"> ● Cable Joints ● Cable ● Terminations ● Conduit Wiring ● Conductors and Relays ● Contactors and Relays ● Extension Cords ● Circuit Breakers ● Fuses ● Batteries and chargers ● Burning or Ozone Odors on Hot Spots ● Busway and Bus Duct Circuit Breakers ● Cable Joints ● Cable Terminations ● Conduit Wiring ● Conductors and Relays 	<ul style="list-style-type: none"> ● Ensure the cleanliness of the equipment. ● Check the distribution system: wire/cable conditions for deficiencies such as corrosion/dirt/moisture and fire hazards. ● Check circuit breakers condition: deficiencies such as corrosion/noise/excessive temps. 	<ul style="list-style-type: none"> ● Daily

		<ul style="list-style-type: none"> ● Contactors and Relays ● Extension Cords Circuit Breakers ● Fuses ● Fans, Motors, and Motor Control ● Lighting ● Panel Doors ● Potential Sources of free water ● Switches ● Switchgear Bus ● Transformer Oil ● Transformers ● Ventilation 	<ul style="list-style-type: none"> ● Check the fuses: insulator conditions for deficiencies such as burnt or cracks and its overall condition. 	
	c. Fire Detection and Alarm System	<ul style="list-style-type: none"> ● Fire Detection and Alarm devices ● Sprinkler Devices Pumps. <p><i>System shall adhered to following codes and manuals - BS 5839-1:2017, EN 54, BS EN</i></p>	<ul style="list-style-type: none"> ● Visual inspection of panel lamps & led, fuses, primary power supply and interface equipment ● Test of panel lamps & led fuses, primary power supply, fire detection devices and interface equipment ● Visual inspection of all fire sprinkler devices ● Test of sprinkler water flow switches, valve tamper switches. 	<ul style="list-style-type: none"> ● Weekly ● Quarterly ● Quarterly ● Quarterly

		<p>12845: 2015, BS EN 15004-8:201, BS EN 1846-3:2013, BS EN 1028-1:2002 + A1:200</p>	<ul style="list-style-type: none"> ● Visual inspection of lead acid battery. ● Test and visual inspection of horns, strobes, chimes & bells, etc. ● Test and visual inspection of smoke detectors, heat detectors, duct smoke detectors, Electromechanical Releasing Devices and Voice Evacuation Equipment. ● Replacement of sealed lead-acid batteries. ● Replacement of smoke and heat detector ● The system shall adhere to the standards mentioned in the applicable codes/manual for 99.9% of the time. ● Certification from a BCDA accredited testing facility that all system components are 	<ul style="list-style-type: none"> ● Quarterly ● Yearly ● Yearly ● Yearly
--	--	---	---	---

			operational in good condition and issuance of such certification shall not be more than six (6) months old at any time.	
	d. Elevator (1 unit)	<ul style="list-style-type: none"> • Cleaning, Operation, Maintenance and Disinfection of Elevator Units Belt or Chain drive Machine 	<ul style="list-style-type: none"> • Buttons and devices functionality inspection • Call key and telephone works and functionality inspection • Check traction machine if balance • Inspection machine for unwanted noises, temperature and vibrations • Clean brake pads and change brake pads if thickness is less than 3mm • The oil level of traction should be filled • Oil gauge clearing 	<ul style="list-style-type: none"> • Daily • Daily • Daily • Daily and/or as required • Monthly and/or as required • Monthly and/or as required • Monthly • Weekly and/or as required • Monthly

		<ul style="list-style-type: none"> • Belt or Chain drive Machine • Car or Counterweight Safeties • 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 • Rated Plate, Platform Area and Data Plate • Secondary and Deflector Sheaves • Standby Power Operation • Static Control • Stopping Device 	<ul style="list-style-type: none"> • Deflection sheave and traction should be oiled • Pit cleaning and removal of unwanted material • The oil level of traction should be filled • Oil gauge clearing • Deflection sheave and traction should be oiled • Check if there is abnormal vibration, noise, high temp etc. • The available time to be measured for elevators using actual operational hours in a day as percentage of total planned operational hours of the respective facility of NCC Sports Complex in a day. 	<ul style="list-style-type: none"> • Monthly • Monthly • Monthly
--	--	---	---	---

		<ul style="list-style-type: none"> • Suspension Rope • Switches • Top Emergency Exit • Traction Sheaves • Ventilation • Elevators should be available 98% of the time. 		
	e. PWD Lift (2 units)	<ul style="list-style-type: none"> • Cleaning, Operation, Maintenance and Disinfection of Elevator Units 	<ul style="list-style-type: none"> • Same with the elevator's • Buttons and devices functionality inspection • Call key and indicator light works and functionality inspection • Inspect level and balance of platform 	<ul style="list-style-type: none"> • Quarterly
	f. Security System Maintenance (CCTV & Access Control)	<ul style="list-style-type: none"> • Camera Condition • Camera Lens • Camera Views/Positions • Controllers • Monitors • Motion Detection Sensors • Switches • Time and Date Stamps • Wirings and Cables 	<ul style="list-style-type: none"> • Ensure that the CCTV's functions are working well, directionality/location accuracy, power source and its overall condition. 	<ul style="list-style-type: none"> • Daily
	g. Scoreboard	<ul style="list-style-type: none"> • Operate and maintain at service quality standard for every usage 	<ul style="list-style-type: none"> • Dusting of component and connection with compressed air 	<ul style="list-style-type: none"> • Yearly or as needed

		<ul style="list-style-type: none"> ● Display Module ● Power Supply ● Cooling Fans ● Ventilation Filters ● Pro-Pixel Line Controller (PLC) ● Player/PC 	<ul style="list-style-type: none"> ● 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 ● Dust off PLC with compressed air and connection ● Check for windows update and virus sweeps 	<ul style="list-style-type: none"> ● 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 ● Yearly ● Monthly
	h. Water Tank		<ul style="list-style-type: none"> ● Functioning of float operated valves or any other effective device for controlling the inflow of 	<ul style="list-style-type: none"> ● Monthly

			<p>water. All valves to be periodically operated to ensure free movement of the working parts.</p> <ul style="list-style-type: none"> ● 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. ● Integrity of strainer and net to prevent entry of mosquito or dirt. ● Water analysis at cisterns, hot and cold water outlets. The equipment used for testing should be clean and not contaminate water. ● General housekeeping within the tank room and around to remove any obstruction for accessibility. 	<ul style="list-style-type: none"> ● Semi-Annually
--	--	--	---	---

			<ul style="list-style-type: none"> • Removal of sand and dirt deposits in cisterns and tanks. • Thorough cleaning of tank interior and disinfection. • Removal of rust stains and painting of the part as required. 	
	i. Fans and Blowers		<ul style="list-style-type: none"> • Lubrication of bearings • Check the propeller for any wear or corrosion • Check V-belt for proper alignment and tension 	<ul style="list-style-type: none"> • Semi-annually • Monthly • Monthly
	j. Air conditioning Units	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Check air filters • Check and clean air con unit • Check and clean the condensate drain pan and thoroughly clean the heat exchanger. 	<ul style="list-style-type: none"> • Every 2 weeks • Quarterly • Monthly

		<ul style="list-style-type: none"> ● External Body Fan OP and Vibration/Belts ● Fans ● Filters ● Noise and Vibration ● Oil Leaks and Pipework's ● Operation Cool/Heat ● Pipe and Insulation ● Pumps on Cassette Units ● Refrigerant Charge ● T/Stat and Setting ● Water Leaks ● Wiring and Terminals 		
	k. Water Potability Test		<ul style="list-style-type: none"> ● 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. ● 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 	<ul style="list-style-type: none"> ● Daily ● Twice a day, morning and afternoon

			<p>component of water potability.</p> <ul style="list-style-type: none"> 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). 	<ul style="list-style-type: none"> Quarterly or as needed
	I. Swimming Pool	<ul style="list-style-type: none"> Operations and Maintenance of Pools, Pumps, Filters, Sports Equipment 	<ul style="list-style-type: none"> Ensure cleanliness of the competition pool, diving pool, and training pool. (Vacuuming, filtering, scrubbing, brushing pool and equipment) Clean pool equipment, anti wave lines, float lines, backstroke ledges, starter blocks, bulk heads, diving platforms, springboards, water polo goals, walk ways, among others. Removal of all unwanted materials, objects, moss, trash in pool. 	<ul style="list-style-type: none"> Daily and/or as required Daily and/or as required Daily and/or as required

		<ul style="list-style-type: none"> The temperature of the water in the swimming pools should be between 25-28 degree Celsius for 100% of the time during operational hours. 	<ul style="list-style-type: none"> Operation and maintenance of pumps, filters, vacuum includes calibration of equipment. Setting-up of necessary equipment needed for any aquatics sport for events. Maintain the required temperature for the water of the pools Measurement will be in terms of temperature levels in all swimming pools during the operational hours of the respective swimming pool facility of NCC Sports Complex. 	<ul style="list-style-type: none"> Daily and/or as required Daily and/or as required Daily and/or as required
	m. Gym Equipment	<ul style="list-style-type: none"> Skillrun Skillrow Skillbike 	<ul style="list-style-type: none"> Check the condition of the emergency switch Lubrication of chain Pedals - Check level of wear and tear Saddle - check stability 	<ul style="list-style-type: none"> Monthly Weekly Semi-annually Semi-annually

		<ul style="list-style-type: none"> • Dual Adjustable Pulley • Leg Press • Treadmill • All equipment inside the Gym 	<ul style="list-style-type: none"> • Displayed watts - check if wattage displayed matches exertion. • Gear unit - ensure gears engage correctly with the handlebar • Spring Hooks - check condition • Lubricate guides 	<ul style="list-style-type: none"> • Semi-annually • Semi-annually • Monthly • Monthly
	n. Lightning Arrester		<ul style="list-style-type: none"> • Visual inspection • Complete inspection • Critical system complete inspection 	<ul style="list-style-type: none"> • Yearly • Yearly • Yearly
	o. Fire Jockey Pumps	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Lubricate with a high temperature-based grease before using after a long interval of non-operation. • Visually check for leaks. • Check for vibration. 	<ul style="list-style-type: none"> • As Needed • Every Week

			<ul style="list-style-type: none"> ● Hand test bearing housing for any sign of temperature rise. ● Adjust gland as necessary to maintain slight leakage. ● Check bearing temperature with a thermometer. ● Check running hours and consult the re lubrication interval chart. ● 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. ● Check soft packed gland packing, where fitted, and replace if necessary. 	<ul style="list-style-type: none"> ● Every Month ● Every 3 Months ● Every 6 Months
--	--	--	---	---

			<ul style="list-style-type: none"> • Check shaft or shaft sleeve for scoring. • Check alignment of pump motor. Check holding down bolts for tightness. • Check coiling for wear. • Check rotation element for wear. • Check wear ring clearances. • Check re-grease for bearings. • Check running hours and consult the re lubrication interval chart 	<ul style="list-style-type: none"> • Every Year
3	ATHLETES' VILLAGE			
	a. Generator (4 units)	<ul style="list-style-type: none"> • Air Filter • Battery Charger • Battery Solution Level • Battery Terminals • Bolts and Nuts • Crankcase Oil Level • Engine Oil 	<ul style="list-style-type: none"> • Check, clean and replace when necessary • Diesel/Fuel/Oil/Water Level always full 	<ul style="list-style-type: none"> • Weekly • Daily

		<ul style="list-style-type: none"> ● Fan Belts ● Fuel Tank Level and Supply ● Fuel Water Separator ● Generator Exterior Body ● Muffler Noise and Vibration ● Radiator Coolant Level ● Shafts and Joints. ● Power back up for operating facilities of NCC Sports Complex facilities at 100% utilization should be available for 100% of the time. 	<ul style="list-style-type: none"> ● The available time to be measured using the actual time period of power back up available as percentage of total time period of power failure and/or power cuts in a day. 	
	b. Electrical System/Panel Boards	<ul style="list-style-type: none"> ● Equipment ● Cable Joints ● Cable ● Terminations ● Conduit Wiring ● Conductors and Relays ● Contactors and Relays ● Extension Cords ● Circuit Breakers ● Fuses ● Batteries and chargers ● Burning or Ozone Odors on Hot Spots ● Busway and Bus Duct ● Circuit Breakers ● Cable Joints 	<ul style="list-style-type: none"> ● Ensure the cleanliness of the equipment. ● Check the distribution system: wire/cable conditions for deficiencies such as corrosion/dirt/moisture and fire hazards. ● Check circuit breakers condition: deficiencies such as corrosion/noise/excessive temps. 	<ul style="list-style-type: none"> ● Daily

		<ul style="list-style-type: none"> ● Cable Terminations ● Conduit Wiring ● Conductors and Relays ● Contactors and Relays ● Extension Cords Circuit Breakers ● Fuses ● Fans, Motors, and Motor Control ● Lighting ● Panel Doors ● Potential Sources of free water ● Switches ● Switchgear Bus ● Transformer Oil ● Transformers ● Ventilation 	<ul style="list-style-type: none"> ● Check the fuses: insulator conditions for deficiencies such as burnt or cracks and its overall condition. 	
	c. Fire Detection and Alarm System	<ul style="list-style-type: none"> ● Fire Detection and Alarm devices 	<ul style="list-style-type: none"> ● Visual inspection of panel lamps & led, fuses, primary power supply and interface equipment ● Test of panel lamps & led fuses, primary power supply, fire detection devices and interface equipment 	<ul style="list-style-type: none"> ● Weekly ● Quarterly

		1846-3:2013, BS EN 1028-1:2002 + A1:2008	<p>from the said devices, immediately file a report.</p> <ul style="list-style-type: none"> • The system shall adhere to the standards mentioned in the applicable codes/manual for 99.9% of the time. • Certification from a BCDA accredited testing facility that all system components are operational in good condition and issuance of such certification shall not be more than six (6) months old at any time. 	
	d. Security System Maintenance (CCTV & Access Control)	<ul style="list-style-type: none"> • Camera Condition • Camera Lens • Camera Views/Positions • Controllers • Monitors • Motion Detection Sensors • Switches • Time and Date Stamps • Wirings and Cables 	<ul style="list-style-type: none"> • Ensure that the CCTV's functions are working well, directionality/location accuracy, power source and its overall condition. 	<ul style="list-style-type: none"> • Daily
	e. Elevator (6 unit)	<ul style="list-style-type: none"> • Cleaning, Operation, Maintenance and Disinfection of Elevator 	<ul style="list-style-type: none"> • Buttons and devices functionality inspection 	<ul style="list-style-type: none"> • Daily

		<p>Units Belt or Chain drive Machine</p> <ul style="list-style-type: none"> • Belt or Chain drive Machine • Car or Counterweight Safeties • 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 	<ul style="list-style-type: none"> • Call key and telephone works and functionality inspection • Check traction machine if balance • Inspection machine for unwanted noises, temperature and vibrations • Clean brake pads and change brake pads if thickness is less than 3mm • The oil level of traction should be filled • Oil gauge clearing • Deflection sheave and traction should be oiled • Pit cleaning and removal of unwanted material 	<ul style="list-style-type: none"> • Daily • Daily • Daily and/or as required • Monthly and/or as required • Monthly and/or as required • Monthly • Weekly and/or as required • Monthly
--	--	--	---	---

		<ul style="list-style-type: none"> • 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 • Elevators should be available 98% of the time. 	<ul style="list-style-type: none"> • The oil level of traction should be filled • Oil gauge clearing • Deflection sheave and traction should be oiled • Check if there is abnormal vibration, noise, high temp etc. • The available time to be measured for elevators using actual operational hours in a day as percentage of total planned operational hours of the respective facility of NCC Sports Complex in a day. 	<ul style="list-style-type: none"> • Monthly • Monthly • Monthly
	f. Air conditioning Units	<ul style="list-style-type: none"> • Air Leaks and Vibration • Blower and Cooling Fans 	<ul style="list-style-type: none"> • Check air filters 	<ul style="list-style-type: none"> • Every 2 weeks

		<ul style="list-style-type: none"> ● 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 Pipework's ● Operation Cool/Heat ● Pipe and Insulation ● Pumps on Cassette Units ● Refrigerant Charge ● T/Stat and Setting ● Water Leaks ● Wiring and Terminals 	<ul style="list-style-type: none"> ● Check and clean air con unit ● Check and clean the condensate drain pan and thoroughly clean the heat exchanger. 	<ul style="list-style-type: none"> ● Quarterly ● Monthly
	g. Rainwater Harvesting Pump Quick Discharge Connector		<ul style="list-style-type: none"> ● Ensure that there is no abnormal vibration & noise during actual operation. ● Ensure that the cabling & lifting chain are tightly secured & the chain is not corroded. 	<ul style="list-style-type: none"> ● Daily ● Every 6 months

	h. Basement Submersible Pump Quick Discharge Connector		<ul style="list-style-type: none"> • Ensure that there is no abnormal vibration & noise during actual operation • Ensure that the cabling & lifting chain are tightly secured & the chain is not corroded. 	<ul style="list-style-type: none"> • Daily • Every 6 months
	i. Basement Submersible Pump		<ul style="list-style-type: none"> • Check current and ammeter fluctuation every day. • Measure the insulation resistance. • Replace oil in the mechanical seal chamber. • Replace mechanical seal. • Overhaul of the pump assures safe and long operation. 	<ul style="list-style-type: none"> • Daily • Monthly • Every 6 months • Yearly • Every 2 to 5 years
	j. Rainwater Harvesting Pump		<ul style="list-style-type: none"> • Check current and ammeter fluctuation every day. • Measure the insulation resistance. 	<ul style="list-style-type: none"> • Daily • Monthly

			<ul style="list-style-type: none"> • Replace oil in the mechanical seal chamber. • Replace mechanical seal. • Overhaul of the pump assures safe and long operation. 	<ul style="list-style-type: none"> • Every 6 months • Yearly • Every 2 to 5 years
	k. Water Holding Tank		<ul style="list-style-type: none"> • 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. • 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. • Integrity of strainer and net to prevent entry of mosquito or dirt. 	<ul style="list-style-type: none"> • Monthly

			<ul style="list-style-type: none"> • Water analysis at cisterns, hot and cold water outlets. The equipment used for testing should be clean and not contaminate water. • General housekeeping within the tank room and around to remove any obstruction for accessibility. • Removal of sand and dirt deposits in cisterns and tanks. • Thorough cleaning of tank interior and disinfection. • Removal of rust stains and painting of the part as required. 	<ul style="list-style-type: none"> • Semi-Annually
	I. Water Potability Test		<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Daily

			<ul style="list-style-type: none"> • 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. • 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). 	<ul style="list-style-type: none"> • Twice a day, morning and afternoon • Quarterly or as needed
	m. Fans and Blowers	<ul style="list-style-type: none"> • Fan Wheel 	<ul style="list-style-type: none"> • Check the fan wheel for any wear or corrosion. • Check also for the build-up of material. • Clean or replace the wheel. 	<ul style="list-style-type: none"> • Daily

		<ul style="list-style-type: none"> ● V-Belt ● Air Filter ● Air-conditioning and Heat Pump Systems ● Base Pan ● Blower Housing, Blower Wheel, and Motor ● Burning or Ozone Odors on Hot Spots ● Coil and Cabinet ● Combustion Blower ● Compressor and Associated Tubing ● 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 	<ul style="list-style-type: none"> ● Check the V-belt drive for proper alignment and tension. ● Lubricate the bearings. ● Check all set screws and bolts should be check for tightness 	<ul style="list-style-type: none"> ● Weekly
--	--	--	---	--

		<ul style="list-style-type: none"> • System Pressure • Ventilation System • Wiring and Connection 		
	n. Swimming Pool	<ul style="list-style-type: none"> • Inlet and Outlet Pressure Gage • Pool Walls and Flooring • Pumps and Motors • Chemical Level <ul style="list-style-type: none"> • Valves Filter <ul style="list-style-type: none"> • The temperature of the water in the swimming pools should be between 25-28 degree Celsius for 100% of the time during operational hours. 	<ul style="list-style-type: none"> • Remove Debris • Check and replace when necessary • Skim off leaves and debris. Brush sediment from pool walls. • Vacuum the pool. • Clean skimmer. Keep the pump running. • Check the filter and backwash. Adjust water level Add algaecide. <ul style="list-style-type: none"> • Lubricate fittings, valves, and plugs. Check the filter and inspect all parts. <ul style="list-style-type: none"> • Measurement will be in terms of temperature levels in all swimming pools during the operational hours of the respective swimming pool facility of NCC Sports Complex. 	<ul style="list-style-type: none"> • Daily and/or as required • Weekly <ul style="list-style-type: none"> • Monthly

	<p>o. Fire Jockey Pumps</p>		<ul style="list-style-type: none"> ● Lubricate with a high temperature based grease before using after a long interval of non operation. ● 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. ● Check bearing temperature with a thermometer. ● Check running hours and consult the re lubrication interval chart. ● 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 	<ul style="list-style-type: none"> ● As Needed ● Every Week ● Every Month ● Every 3 Months ● Every 6 Months
--	-----------------------------	--	---	--

			<p>interval chart. Check soft packed gland packing, where fitted, and replace if necessary. Check shaft or shaft sleeve for scoring.</p> <ul style="list-style-type: none"> • Check alignment of pump motor. Check holding down bolts for tightness. Check coiling for wear. • Check rotation element for wear. • Check wear ring clearances. • Check re-grease for bearings. • Check running hours and consult the re lubrication interval chart. 	<ul style="list-style-type: none"> • Every Year
	p. Basketball Court		<ul style="list-style-type: none"> • Cleaning of basketball court • Provide pole safety pad • Repainting of basketball marking and replacement of basketball nets 	<ul style="list-style-type: none"> • Every Quarter • As need arise

4	RIVER PARK & SITE DEVELOPMENT			
	a. Electrical System	<ul style="list-style-type: none"> ● Bollard lights ● Solar Panel Boards ● Batteries ● Main Control Panel ● Bulb ● Wiring Connection 	<ul style="list-style-type: none"> ● Cleaning and Maintenance ● 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. ● Inspect the circuit for sign damage and wear. 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 ● Regularly check the lights, it should be 	<ul style="list-style-type: none"> ● Daily

		<ul style="list-style-type: none"> • Restroom • Pavements • Art Works • Playgrounds 	<p>illuminated. Replace when needed.</p> <ul style="list-style-type: none"> • Check visually for any sign of damage. • Ensure cleanliness of restrooms, washrooms, sink and provide signages to promote proper hygiene. Ensure that toilets are not clogged • Cleaning or restriping up to fix severe distresses like potholes, cracks, slippery pavement and surface deterioration • Protect artwork from deterioration by regularly cleaning and remove stubborn soil and algae films • Regular maintenance and ensure the safety, stability and regular inspections of playground equipment 	
--	--	---	---	--

3. COMPLIANCE

Sufficient time is allotted to the O&M Service Provider 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 O&M Service Provider to the SQLs after the allowable period of time.

4. PENALTIES

Failure to meet predetermined performance targets as stated in Annex “E” Minimum Performance Standard and Specifications will be imposed a penalty for each of the performance measures. The penalty computed shall be deducted by BCDA from the monthly O&M payments billed by the O&M Service Provider, as shown below:

NO	PERFORMANCE MEASURES	TARGET	PENALTY
1	Management Services	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services
2	Emergency Services/ Traffic Management	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services
3	Routine Maintenance Requirement	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services
4	Corrective Maintenance Requirement As per	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services
5	Preventive Maintenance Requirement	As per implementation timelines	5% of fixed monthly payment for the O&M Fee of the Facility concerned per day for undelivered or delayed services
6	Not keeping required Manpower	As per Performance Management Agreement	Management/Key Level Staff (FM/DFM): PhP 25,000 per person per day for non-deployment on site or unauthorized absences.

			<p>All other personnel: PhP 5,000 per person per day for non-deployment on-site or unauthorized absences.</p> <p>The O&M Service Provider shall ensure that, in case of absences of its personnel, relievers and/or replacements with the same qualifications and/or competence as required by BCDA are available at all times to ensure continuous and uninterrupted service.</p> <p>Above charges are in addition to deduction of actual wages for the period of absence based on the rate schedule</p>
--	--	--	---

Note: The above clause for penalties shall only be applicable for the delay attributed solely to the O&M Service Provider as per his roles and responsibilities.