Global Gateway Clark Clark Free Port Zone, Pampanga Philippines

Fit Out Guidelines (Office) for West Aeropark



Lessor: **Global Gateway Development Corporation**



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FOREWORD TO TENANT

This Design Guideline Manual is primarily intended as a guide to assist the Lessee and his architect and contractor during the design and construction phases of his space in conforming to the aesthetic and technical standards set forth for Global Gateway Clark.

Each Lessee is required to retain the services of an architect or interior designer, engineer, and sign fabricator and to provide them with the appropriate information contained in this Design Guideline Manual.

The Lessor shall have the right to review, reject and approve the plans prior to construction. It is required that the Lessee coordinate with the Lessor for approval of preliminary designs prior to implementation.

The information provided in this document is subject to change at Lessor's discretion without notification to the Lessee and/or his associates. Lessor has the right to modify or revise information or guidelines referenced herein in the best interest of the project or in the event of conflict.

The interior design and space plan should conform to the National Building Code and Fire Code of the Philippines. The Lessee shall secure all necessary permits prior to implementation of the fit-out works.

1.0 ARCHITECTURAL DESIGN GUIDELINES

1.1 The basic objectives of the criteria are to ensure high quality design and use of materials consistent with that of Global Gateway Clark and to enhance visibility of Lessee spaces while at the same time accentuating and reinforcing the pedestrian experience. The intent of this criteria is to provide the Lessee with the best opportunity to establish its desired image and differentiate itself from the other Lessees.

1.2 FLOORING:

- 1.2.1 The unit is provided with bare concrete slab flooring. The Lessee may install a floor finish that is lightweight, non-toxic and has a class 1-flammability rating/smoke generation. Floor finish material should be the same elevation with the common hallways, as approved by the Lessor.
- 1.2.2 Toilet, pantry and other areas within the leased space deemed likely to be exposed to liquids, accidentally or for cleaning purposes, will be required to provide fluid-applied waterproofing membrane (minimum dry film thickness of 55 mils) below the floor finish. Lessee shall provide sleeve, fire stop, and caulking to all floor penetrations.
- 1.2.3 Chipping or scarring of floor slabs is not allowed unless specifically approved by the Lessor.
- 1.2.4 Coring for pipe penetration for plumbing and drainage in accordance with the Lessor's approved fit out design is allowed. The Lessee is responsible for protecting the structural integrity of the floor and shall provide Concrete Scanning to ensure that no reinforcing steel will be cut through. Coring shall be subject to the Lessor's nominated Structural Engineer and Lessor's approval.
- 1.2.5 Refer to the Structural Design Guidelines for coring procedures.
- 1.2.6 For single lessee floors: The elevator lobby shall be maintained.Entrance to the lessee space shall be constructed flush to the wall.Such entrances shall not be set back or project beyond the lease line.
- 1.2.7 For multi-lessee floors: The central circulation hallway shall be part of the limited common area. The floor is finished and provided.
- 1.2.8 The central core walls and finishes may not be altered or disturbed.

- 1.2.9 Mezzanine Floor is not allowed in any part of the lessee spaces.
- 1.2.10 The Lessee shall indicate in his submissions the details of all proposed ramps and steps within the lessee spaces.
- 1.2.11 Should the Lessee desire to change the flooring of the central circulation hallway, a special approval form the Lessor is required. The Lessee will be responsible for the demolition works; and will be required to re-instate the area to its handover condition once the Lessee moves out.

1.3 PARTITIONS

- 1.3.1 Unit partition wall structures should be of non-combustible materials. Interior walls must terminate at or above ceiling level, to be reckoned at 2700mm clearance above the structural slab level. It is recommended that the following be used for the partitions.
 - 1.3.1.1 Gypsum Wallboard: 16mm thick on galvanized steel studs installed to manufacturer's specifications.
 - 1.3.1.2 Fiber Cement Board: 12mm thick on galvanized steel studs on 300mm high CHB base zocalo installed to manufacturer's specifications (for toilets)
 - 1.3.1.3 Masonry Wall: Plastered non-load bearing wall on 300mm reinforced base zocalo installed to manufacturer's specification (for toilets)
- 1.3.2 For perimeter wall between adjacent units, the full extent of the perimeter wall, from floor to slab soffit shall incorporate security mesh within the wall construction. Lessees must provide perimeter walls independent from its adjacent units and should not share a common wall. The wall construction should be designed with a sound transmission coefficient (STC) rating of at least 50-55 dB (Refer to Dwg. No. 001). The following materials maybe used:
 - 1.3.2.1 Gypsum Wallboard: 16mm thick type-x on galvanized steel studs installed to manufacturer's specifications.
 - 1.3.2.2 Fiber Cement Board: 12mm thick on galvanized steel studs on 300mm high CHB base zocalo installed to manufacturer's specifications (for toilets).

- 1.3.3 For perimeter walls between unit and hallway the full extent of the wall from floor to slab soffit shall incorporate security mesh within the wall construction. The wall construction should be designated with a sound transmission coefficient (STC) rating of at least 50-55 dB (Refer to Dwg. No. 002). The following materials maybe used:
 - 1.3.3.1 Gypsum Wall Board (1-hour rating): 16mm thick type x with insulation.
 - 1.3.3.2 Glass Partition Panel: 12mm thick clear or obscured tempered frameless. (Provide sprinkler head above glass panels to function as water curtain during fire). Allow transparency along common hallway by providing frameless tempered glass including doors as scheduled. (Refer to Dwg. No. 003).
- 1.3.4 The following installation shall include the pre-requisite plans and details by the rules of the local code.
 - 1.3.4.1 Slab-to-soffit partition application must include plans, details of attachments and air return transfer ducts.
 - 1.3.4.2 Fire-rated assemblies application must include materials, accessories, and manufacturer's technical specifications.
- 1.3.5 If wood paneling or other combustible materials are proposed as wall cladding, this should be installed on a sub-wall made of noncombustible material.
- 1.3.6 Anchoring methods for partitions on floor slab and ceiling should be submitted for review and approval of the Lessor.
- 1.3.7 Partitions terminating to an exterior wall should be aligned or terminated on the vertical mullion of the exterior glazed wall or on a solid wall. (Refer to Dwg. No.004) for recommended termination details). In no instance, shall the mullion, sill closure or any part of the window/glazed wall be subjected to any pressure. A resilient material, e.g. rubber gasket, is recommended to separate the partitions from the mullion/sill closure. The glazed wall sill closure must not be subjected to any load. No permanent fixing of any kind is permitted to any section of the glazed wall.
- 1.3.8 No window/glazed wall penetrations shall be allowed.

- 1.3.9 The tinted color of windows/glazed walls may not be disturbed or changed in any way.
- 1.3.10 The interior face of the building perimeter wall and column surfaces will be cement plastered, unpainted, or bare wall metal studs. The Lessee shall provide the final finish subject to the review and approval of the Lessor.
- 1.3.11 The core wall is not allowed to be altered nor modified. For single-tenant floors, should the Lessee desire to use the Core wall as part of their Interior Design, a special approval form the Lessor is required. The usage is only limited to application of paint, graphics and special finishes installed on a sub-wall. The Lessor will be required to reinstate the area to its handover condition once hey move out.

1.4 CEILING

- 1.4.1 The Lessor shall provide a 2700mm above finished floor level ceiling which shall conform to the following materials and specifications:
 - 1.4.1.1 600 x 600mm Acoustic tile module in standard 25 x 25mm white, hot dipped galvanized steel ceiling grid with aNRC rating of at least 0.90 and class 1 flame spread, 16mm minimum thickness.
 - 1.4.1.2 12-mm gypsum board on galvanized steel ceiling frame as edging to the acoustic ceiling tile of the building perimeter façade.
 - 1.4.1.3 In case where the lessee requires change in the ceiling to suit its layout, Lessee must seek approval first from the Lessor. However, the lessee shall adopt the standard perimeter ceiling module setout, inclusive of light fixtures within a three-meter distance from the curtain wall (Refer to Dwg. No. 005). In no case shall the ceiling be lower than 2700 mm above finished floor.
 - 1.4.1.4 The ceiling grid should be adequately supported to prevent sagging of the ceiling system. It should be able to withstand zone 4 seismic forces.
 - 1.4.1.5 Wood or any combustible material shall not be allowed above the ceiling, nor shall they be used as ceiling hangers. No ceiling hangers shall be connected to sprinkler lines and other utility lines. G.I. WIRES USED AS SUPPORT ARE NOT ALLOWED. Use hanger rods threaded with turnbuckles with a capacity based on

- manufacturer's recommendation with a minimum of 6mm diameter.
- 1.4.1.6 For multi-lessee floors: The central circulation hallway shall form part of the limited common area. In the hallway, the Lessor shall install the ceiling, consisting of gypsum boards on metal framing and finishes, including lighting and emergency fixtures.
- 1.4.1.7 Access manholes should be provided for maintenance of utilities above the ceiling. Minimum 600x600 mm for manholes and 300x300mm for hand holes.
- 1.4.1.8 Non-standard ceiling may be allowed but is subject to the approval of the Lessor. This may be allowed on special areas such as boardrooms and reception areas. Generally, finish colors should complement the building standard ceiling color.
- 1.4.1.9 A standard sunscreen/shade cove detail made of powder-coated bent GI sheet or extruded aluminum shall be installed. Please coordinate to the Lessor for the color and supplier of the sunscreen/shade. (Refer to Dwg. No. 006).
- 1.4.1.10 The ceiling of the central circulation hallway is not allowed to be altered nor modified. Should the Lessee desire to change this ceiling, a special approval from the Lessor is required. The Lessee will be responsible for the demolition works; and will be required to re-instate the area to its handover condition once the Lessee moves out.

1.5 OPTIONAL TOILET / WET PANTRY

- 1.5.1 The Lessee may propose an executive toilet and/or wet pantry. Its location should be as designated and marked on plans and spaces provided with toilet stub-outs only. (Refer to Dwg. No. 007). The design of the drain pipe must meet the required slope and must have enough space for the ceiling below. Lessee should submit plans and details for approval by the Lessor.
- 1.5.2 Masonry units may be used as partitions. However, these should be non-load bearing concrete hollow block, made with lightweight aggregates.
- 1.5.3 Approved high quality fluid-applied waterproofing membrane materials must be provided on the flooring with slope towards the

drain. Such waterproofing shall be applied up to 200mm on adjacent walls. The waterproofing installation should be tested for leaks (24-hour flood test) and certified by the Lessor prior to installation of finishes. (Refer to Dwg. No. 008)'

1.5.4 All utility lines shall be connected to the existing provision of the building, provided with isolation valves and tested accordingly.

1.6 MAIN DOORS AND FRAMES

- 1.6.1 For aesthetic purposes, the Lessee shall provide the main door, 900mm x 2700mm x 12mm thick, of double leaf, clear or obscure tempered glass, frameless with 38 mm diameter H-type stainless steel door handles, satin finish (Refer to Dwg. No. 003). Minor Entrance door shall match the main door. (Refer to Dwg. No. 009).
- 1.6.2 All entrances should be flushed with the hallway walls. No element of the entrance shall project beyond the lease line of the Lessee spaces.
- 1.6.3 If the Lessee so desires, Electronic Locks maybe installed at his expense. However, this should have "fail safe" features on both sides during emergencies. Location of such devices shall be in accordance with design standard.
- 1.6.4 All security devices and electronic surveillance monitors must be concealed within the Lessee spaces, to the inside of all units.
- 1.6.5 Emergency Exit Doors if required shall have a minimum of 2-Hour Fire Resistance Rating.
- 1.6.6 Elevator Lobby and Fire Exit doors shall have "fail-safe" features from both side of the door.

1.7 EXIT LIGHTS

- 1.7.1 Illuminated exit signs, whether ceiling or wall mounted, should be self-contained, openly visible, surface mounted with slender surface profile, 3-hour maintained emergency lighting duration.
- 1.7.2 Exit signs should have aluminum trim finish to match ceiling, polycarbonate prismatic diffuser underside opening and may be used as single or double sided.

1.8 OPTIONAL INTERNAL STAIRCASES

1.8.1 Knock down slab will only be allowed if the lessee occupies more than 1 full floor-the next flooring being at least ½ of the floor, occupying qualifying quadrants (1 and 4 or 2 and 3).

1.9 OTHER REQUIREMENTS:

- 1.9.1 Immediate Restoration of any damage caused by Lessee construction. Any damage caused to walls, floor or ceiling finishes and / or accessories beyond Lessee's lease line that has been duly established as a result of Lessee's construction activities shall be repaired and restored immediately by the Lessee's or partly deemed responsible at his / their own expense or charged to his / their account.
- 1.9.2 LESSEE DRAWING REQUIREMENTS. All drawings (which should include perspectives) submitted to Leasing for approval shall be on A1 size sheets with proper title blocks and unit number indicated.
- 1.9.3 Lessee shall provide facilities to enhance the mobility of the disabled within the premises as may be required by the governmental or quasi-governmental authority having jurisdiction over the premise.
- 1.9.4 Construction staging area and materials storage during Construction shall be within the Lessee's Premises only, properly concealed by the board-up.
- 1.9.5 The Lessor reserves the right to provide the final acceptable design, at the Lessee's expense, in the event that no other solution can be found.
- 1.9.6 Prior to design, it is the responsibility of the Lessee and the Lessee's architect to visit the site to verify conditions, including all dimensions.

1.10 GRAPHICS / SIGNAGE

- 1.10.1 The Lessee shall install signage as specified below:
- 1.10.2 Lessee shall be assigned only One (1) signage per unit for business identification. Specifications for material, location, dimension, and mounting height shall be in accordance with the design standard. If the lessee occupies more than one unit in a floor, the number of signage shall correspond to the number of units occupied by the Lessee in that floor. (Refer to Dwg. No. 3 for location).
- 1.10.3 No work shall be allowed that may disturb the service core finishes.

- 1.10.4 Graphics and signage of any type shall not be allowed on glazed doors.
- 1.10.5 No other sign, notice or advertisement of any form shall be allowed at the common areas except Lessee's nameplates allowed by the guideline in designated locations.
- 1.10.6 The Lessor will provide unit numbers to be affixed to the Lessee's nameplate.

1.11 SCHEDULE OF FINISH MATERIALS

ITEM	SPECIFICATIONS
FLOORING	
a.) VINYL TILE	300X300X3.2mm
b.) CARPET TILES	500 mm x 500 mm x 6.5mm tufted loop pile, 148.9 oz. Psy made of 100% synthetic fiber with polyester spun bonded primary backing and glass fiber secondary backing
WALL / PARTITIONS	
a.) GYPSUM BOARD	-16mm thk. for walls. -12mm thk. for ceiling. -Fire-rated where required.
b.) FIBER CEMENT	6mm thk.
c.) MASONRY WALL	100 mm thk,. plastered and painted (non-rated and non-load bearing)
d.) PAINT FINISH	Acrylic Paint
e.) SECURITY MESH	50mmx50mmx2.80mm diameter welded wire fabric
CEILING	
a.) CEILING GRID and ACOUSTICAL TILE	Main Tee: Ultraline Chicago Metallic Cross Tee: Ultraline Chicago Metallic Wall Angle: 20mm x 10mm x 10mm x 14mm, WRA, Chicago Metallic Shadowline Wall Angle Rockfon 600 x 600 Tropic, NRC 0.90 Supplier:
DOOR	
a.) FIRE DOOR	Gauge 16 – 18 Steel with insulation
b.) MAIN GLASS DOOR	2700mm standard height
c.) MAIN DOOR ACCESSORIES & LOCKSETS	(As required)
d.) MAIN DOOR HANDLE	1800 mm high.
SUNSHADE	Tachikawa Roller Blinds using Fabric with Fiber Glass with Spring Rollers, Pattern #: H5713B Supplier: Cedarside Industries Inc. Contact Person: Rorie Jose, Contact #: 09338527552

2.0 STRUCTURAL DESIGN GUIDELINES

- 2.1 The following are the lessee structural guidelines for the above project:
 - 2.1.1 Live loads: Live loads shall be limited to the following values as specified by the National Structural Code of the Philippines, 2010 edition.

2.1.2 OCCUPANCY	LIVE LOAD (PSF)
Balconies, Corridors, Lobbies Stairs	
Exit Facilities	100
Commercial	100
Office	60
Parking Areas	50
Electrical Rooms	Actual Load
Mechanical Rooms	Actual Load

- 2.1.3 Topping floor finishes: Maximum topping thickness shall be 50 mm inclusive of floor finish material. No additional topping/ floor finishing shall be allowed without the approval of administration.
- 2.1.4 Partitions: Partitions within the office space shall be limited to gypsum board partitions. No CHB partitions shall be allowed within these areas.
- 2.1.5 Vaults: Office vaults shall only be allowed on certain designated areas of the building. Only lightweight records vaults are allowed. No cash vaults meeting the Central Bank of the Philippines requirement will be allowed. All vaults to be placed inside the building shall be subject to Lessor's approval prior to installation.
- 2.1.6 Chipping and other Concrete and Masonry Works: All structural chipping works shall be subject to Lessor's approval and the following restrictions:
 - 2.1.6.1 No welded connections shall be allowed on structural reinforcing bars especially for the structural vertical elements such as columns and shear walls.
 - 2.1.6.2 Coring, drilling or cutting of structural slab will not be allowed.
 - 2.1.6.3 Drilling of expansion bolts or any hanger for any utilities may be allowed provided the floor load limitation is satisfied. But chipping of any structural members will not be allowed.

3.0 ELECTRICAL DESIGN GUIDELINES

- 3.1 POWER AND LIGHTING SYSTEMS
 - 3.1.1 Normal and Emergency Power: The building's electrical system secondary voltage is 400V/230V, grounded wye, 3ø, 4W with ground, 60 Hz, at the meter center for all units with a maximum capacity of 230VA per square meter for retail & 150VA per square meter for office area, all excluding the ACCU load.
 - 3.1.2 Emergency Power: The generator for the building consists of 4 (3 units standby-duty, 1 unit redundant) 1600KVA/1280KW, 400V/230V WYE / SN, 3ø, 4W, with ground, 60Hz, stand-by power rating with synchronizing panel.
 - 3.1.3 Metering: Base building provided with digital electronic kilowatt hour meter with demand meter.
 - 3.1.4 WIRING & CABLES:
 - 3.1.4.1 Wires shall be color-coded as follows:
 - 3.1.4.1.1 230V, 1ø, 2W with ground:
 - AN- RED / WHITE
 - BN- RED / WHITE
 - CN- RED / WHITE
 - GROUND- GREEN
 - 3.1.4.1.2 400V, 3ø, 4W with ground:
 - Line A- RED
 - Line B- YELLOW
 - Line C- BLUE
 - NEUTRAL WHITE
 - GROUND GREEN
 - 3.1.4.2 Lessees to provide their own wires and cables to be used for the FDAS and PA system. If lessees will provide their own FACP, they should follow the same brand specification as per base build.
 - 3.1.4.3 Lessees to provide their own wires and cables to be used for horizontal structured cabling (Telephone/data) and CATV systems.

- 3.1.5 WIRING DEVICES:Recommended wiring devices manufacturer is Legrand/Bticino. Devices shall be as follows:
 - 3.1.5.1 Light switches shall be toggle type with rocker type mechanism and rated 10 amperes at 230 volts.
 - 3.1.5.2 Convenience outlets shall be duplex grounding type rated at 15 amperes, 230 volts. Duplex convenience outlet is a combination parallel blade.
 - 3.1.5.3 Single convenience outlets for exhaust fans and special small rated appliances are parallel blade, 2 pole, 3 wire grounding type rated at 15 amperes, 230 volts.
 - 3.1.5.4 Other convenience outlets for special appliances (e.g. microwave oven) should be rated for the appliance connected.
 - 3.1.5.5 Voice, data and intercom outlets are provided with ISDN connectors/terminals. And should comply with the TIA/EIA standards.
 - 3.1.5.6 Plates for wiring devices shall be, self-extinguishing, electrically insulating and mechanically strong, clip-on type.
 - 3.1.5.7 Ceiling conduit shall be directly fastened on to the concrete slab adequately supported in the entire conduit length. Metallic flexible conduit shall be used for conduit extension to ceiling fixtures with a minimum length of 1.20 meters to a maximum of 1.8 meters. Poke-through slab installation is not allowed.
 - 3.1.5.8 General office space lighting levels shall be calculated at 400 to 500 lux.
 - 3.1.5.9 Circuit Breakers shall be MCCB type.

3.2 TELEPHONE SYSTEM

3.2.1 The Lessee shall apply directly to the telephone company for the service. The building shall provide conduits from the telephone room to the units. The Lessee will provide cables and wires from the unit to our Telephone room. The Lessees will call respective telephone company for the termination of cables and wires from the office units.

3.2.2 All horizontal wiring for telephone system shall be done utilizing the space provided inside the ceiling void in IMC conduit directly fastened on concrete slab.

3.3 FIRE ALARM SYSTEM

- 3.3.1 All wiring for fire alarm system shall be done in accordance with PEC standards. The brand of fire alarm system to be used shall be of the same specification of the existing. Type of fire alarm system provided shall be Fully-addressable (addressable detector).
- 3.3.2 If lessee shall upgrade/ provide additional units. They shall coordinate first with the Lessor and the building Fire detection alarm system contractor prior to tapping or installation.

4.0 MECHANICAL DESIGN GUIDELINES

- 4.1 Office Lease Lessees must use VRF units provided by the Landlord for its airconditioning systems. Refrigerant piping, pipe shaft space, electrical power provision and space for the outdoor unit will be provided by the landlord.
- 4.2 Lessees will be required to insulate the walls, floors and ceilings within their leased premises or any part thereof if their operations require low room temperature or round the clock air-conditioning or air- conditioning operation beyond normal working hours to prevent condensation on the walls, ceilings or floors in their neighboring premises and/or those outside the building. Any installations of thermal insulation materials and their methods of installation must be approved by the building's mechanical consultant and the Lessor before installation.
- 4.3 The air-conditioning system was designed to maintain 23 $^{\circ}$ ± 1 $^{\circ}$ dry-bulb temperature and 50% ± 10% relative humidity in the air-conditioned spaces when outside temperature does not exceed 35 $^{\circ}$ dry bulb and 27 $^{\circ}$ wet bulb and when internal loads do not exceed the following:
 - 4.3.1 Occupancy 5 sq. m. per person
 - 4.3.2 Lighting -7 watts per sq.m.
 - 4.3.3 Appliances -7 watts per sq.m.
 - 4.3.4 Glass Thermal Specifications:
 - 4.3.4.1 BPO: U-value: 3W/m2-k, SC: 0.23
 - 4.3.4.2 Retail: U-value: 1.61W/m2-k, SC: 0.33
- 4.4 Additional air-conditioning units is allowed in accordance with the Lessor's approved fit out design. The location of the condensing units will be at the roof deck and assign by the Lessor.
- 4.5 Air conditioning ducts shall be of plain G.I. sheets and fabricated as per SMACNA standards for low and medium construction as required.
- 4.6 All supply and return air ducts shall be properly insulated with 1 inch thick, 32 kgs./cu.m. density physically cross-linked polyolefin insulation (same as existing) with reinforced aluminum foil vapor barrier on one side, except for ducts installed outside air conditioned spaces where insulation thickness shall be 50 mm.
- 4.7 Overlapping of A/C ducts and lighting fixtures shall not be allowed. Ductwork shall be constructed so as to meet the required floor to ceiling heights set by Lessor.

- 4.8 All partitions, which shall be extended up to the floor slab of the succeeding floor, shall be provided with sufficient openings for return air passage. Transfer ducts shall be provided as necessary.
- 4.9 Balancing of the air distribution system, which is the responsibility of the Lessee, shall be properly coordinated with the Lessor.
- 4.10 "As-built" plans shall be submitted to Lessor after all installation, balancing and testing works have been completed. This submittal shall be in reproducible original and five (5) sets of prints of "As-built" hardbound drawings with electronic file duly signed and sealed by a Professional Mechanical Engineer of the Contractor.
- 4.11 The following are additional AC and Ventilation provisions:
 - 4.11.1 Toilet exhaust stub-out: For additional executive toilets, pantry, storage or printing room. One (1) of 150x150 EAD stub-out per lessee (refer to as-built plans)
 - 4.11.2 Back up AC for the 24/7 rooms (i.e server rooms, hub rooms, data center). Space provisions for the ACCU and shaft riser provision is available but limited qty. only. Coordinate with Lessor for further details.

5.0 SANITARY AND PLUMBING DESIGN GUIDELINES

- 5.1 All plumbing installations shall conform to the latest edition of the National Plumbing Code of the Philippines and shall be supervised by a registered Master Plumber/Sanitary Engineer.
- 5.2 All plumbing specifications must be submitted to the Lessor for approval.
- 5.3 For additional private toilets/pantry, the following roughing-ins are provided:
 - 5.3.1 Branch line where soil/waste lines may connect,
 - 5.3.2 Waterlines
 - 5.3.3 Vent lines
- 5.4 For flexibility, the exact location of additional fixtures will depend on the needs of the Lessee, provided that these are within 10 meters from the provided branch lines.
- 5.5 No plumbing fixture shall be designated on top of any beam.
- 5.6 Additional private showers are not allowed.
- 5.7 Sanitary Materials:
 - 5.7.1 For CWL Water line pipes 110mm diameter and below shall be polypropylene (PP) Pipe PN 20.
 - 5.7.2 For CWL Water line pipes 150mm diameter and above shall be High Density Polyethylene Pipe (HDPE) schedule 40.
 - 5.7.3 All Soil, Waste and Vent Pipe shall be uPVC Pipe Series 1000.
 - 5.7.4 All pipes shall be properly supported with acceptable pipe hangers similar to existing ones.
 - 5.7.5 All FCU drain must provide insulation 19mm (3/4") thick rubber type. Slope of the condensate pipe must be 0.5%-1%.
 - 5.7.6 All pipes shall be properly supported with acceptable pipe hangers similar to existing ones.
 - 5.7.7 Floor drain shall be 50mm diameter with 100mm strainer (for toilets).

6.0 FIRE PROTECTION DESIGN GUIDELINE

- 6.1 The installed sprinkler system is based on non-combustible materials. Ceiling, floor, partition, and other materials should be non-combustible and should have a Class I fire rating.
- 6.2 Each sprinkler head has a coverage area of 18 sq.m for office spaces and 12 sq.m for Retail spaces. Any relocation due to partition or replacement of heads as maybe required by the Lessee shall be installed by authorized sprinkler contractors only. The contractor is required to closely coordinate with the Lessor one day prior to the start of work.
- 6.3 Sprinkler heads installed are rated at 155° F or 68° C (quick response for offices and standard response for retail areas) for ordinary room temperature. The sprinkler heads are pendent type for office and retail (with ceiling) and upright type for retail areas) w/o ceiling, chrome plated. Lessees may not replace sprinkler heads due to aesthetic purposes.
- 6.4 Minimum clearance between the sprinklers and the wall shall be 500mm. Any draining of water from sprinkler pipe due to relocation has charge of Php 6,000.00.
- 6.5 Before any interruption of service in the sprinkler system, the Lessor must be notified in writing so that the Maintenance Engineer can prepare the requirements prior to shutting-off and opening of the sprinkler control valve affected by the interruption. Appropriate charges will be applied per draining which will be determined by the Lessor. Interruption must also be coordinated with Fire Department.
- 6.6 Any hanging material such as lighting fixture, decorative elements and alike shall not be attached to the sprinkler heads or any part of the sprinkler system.
- 6.7 Painting and other forms of finishes applied to the sprinkler heads that may damage the fusible links will not be permitted.
- 6.8 Fire hose cabinets are located near the fire exits. Provided are thirty (30) meters fire hose, nozzle, control valve, hose accessories and 4.5 kg. Fire extinguisher for Class II. The Lessee shall supply the required additional fire extinguisher as stated by the Fire Code of the Philippines determined after finalizing partition location. For offices (light hazard occupancies), the FCP requires that the maximum travel to an approved type extinguisher must not exceed more than 22 meters.

- 6.9 Lighting fixtures, air ducts, speakers, air diffusers and other utilities shall be installed away from sprinkler heads. The minimum distance permitted is 300 mm away from light to sprinkler head.
- 6.10 During the construction, fire extinguisher shall be required during the whole construction period. Cooking and designation of sleeping areas within the work place will be strictly prohibited. Extra precautionary measures shall be undertaken especially during sprinkler heads relocation work.
- 6.11 These works are to be carried out by the Nominated Contractors appointed by the Lessor, as listed in this guide at the Lessee's own costs. These include:

6.11.1 Air-conditioning:

- 6.11.1.1 Alteration or addition to the air conditioning system, if any, to suit the Lessee's layout;
- 6.11.1.2 Installation and any approved relocation, of the thermostat control unit complete with conduit and wiring to an approved location; and
- 6.11.1.3 Installation of pipe work complete with insulation, isolating valves etc. for the Lessee's computer room air conditioning system.
- 6.11.1.4 Note: Additional air conditioning unit for the lessee's IT Room should be DX or VRF type AC. Pipe work complete with isolating valves, insulation, etc. shall be Lessee's cost. Flushing out of the Lessee's pipe work is to be witnessed by the Lessor Office to any connection being made.

6.11.2 Plumbing and Drainage

- 6.11.2.1 Provision of a drainage connection point at the approved locations.
- 6.11.2.2 Provision of fresh water and flushing water connection points with ends capped of the approved locations.
- 6.11.2.3 Provision of vent pipe connection point at the approved locations.
- 6.11.2.4 Provision of a stainless-steel sump and pump system for pantry wastes (Grease Traps).

7.0 TESTING AND COMMISSIONING

- 7.1 The Lessee's contractor shall inform the Lessor (through a written request) to witness the following:
 - 7.1.1 Electrical
 - 7.1.1.1 Insulation Testing
 - 7.1.1.2 Voltage Test
 - 7.1.1.3 Grounding Continuity Test
 - 7.1.1.4 Manual Transfer Switch Test
 - 7.1.1.5 Kilowatt-Hour Calibration test
 - 7.1.1.6 Smoke Detector Test and Alarm Test
 - 7.1.1.7 Load test
 - 7.1.1.8 Other tests required by the Lessor
 - 7.1.1.9 Design Guidelines implementation and compliance
 - 7.1.2 Mechanical and Fire Protection
 - 7.1.2.1 Smoke Test (for new and existing ductwork/system)
 - 7.1.2.2 Hydro Static Test (300 psi for 24 HRS for all sprinkler system.
 - 7.1.2.3 Nitrogen Pressure Test (for LPG line system at 300psi for 24 hrs)
 - 7.1.2.4 Pressure Test (refrigerant line system at 300psi for 24 hrs)
 - 7.1.2.5 Air Balancing (actual air parameter measurement using Balometer instrument)
 - 7.1.2.6 Flow Test for condensate drain.
 - 7.1.3 Plumbing and Sanitary
 - 7.1.3.1 Flood Test (water proofing)
 - 7.1.3.2 Flow Test (sanitary line)
 - 7.1.3.3 Pressure Test (cold water line)

8.0 LEED DESIGN GUIDELINES

8.1 Lessees are encouraged but not required to pursue LEED (Leadership in Energy and Environmental Design). The relevant program to pursue would be LEED for Commercial Interiors. With the existing high efficiency constriction carried out by GGDC in the core and shell of West Aeropark, achieving basic levels of this certification is easily accomplished.

APPENDIX A CONSTRUCTION GUIDELINES

Pre-construction, Construction, and Post-Construction Phase. Detailed description of Lessee Construction & Operation Requirements.

1.0 PRE-CONSTRUCTION PHASE

- 1.1 Site Visit. The lessee is required to visit his space together with his designers to verify actual space conditions prior to the preparation of Preliminary Designs Plans.
 - 1.1.1 All drawings shall conform to the guidelines specified hereinafter and shall be forwarded to the Lessor for review and approval prior to submission to CDC BURD for permitting. All sheets of drawings submitted must properly indicate the Store Name or Office Name, Shop Number or Office Number, Nature of Occupancy or Operation (e.g. Botique, Men's Shoe Store, Restaurant, etc.), specific floor via a key plan. The following drawings must be included in the submission to the Lessor for review and approval:

1.1.2 Architectural Plans

- 1.1.2.1 A plan showing the location of the Lessee store1.1.2.2 Floor Plan
- 1.1.2.3 Longitudinal and Cross Sections
- 1.1.2.4 Elevations
- 1.1.2.5 Reflected Ceiling Plan
- 1.1.2.6 Furniture Layout
- 1.1.2.7 Sign details
- 1.1.2.8 Graphic Design Details and Specs
- 1.1.2.9 Schedule of Finishes
- 1.1.2.10 Floor Framing Plan
- 1.1.2.11 Structural Details and locations of wall partitions
- 1.1.2.12 Location of heavy equipment, it's weight, loading and dimensions, specifications (if applicable)
- 1.1.2.13 Specifications
- 1.1.3 Structural Plans (if applicable)
 - 1.1.3.1 Design and Computations (duly certified by a licensed Structural or Civil Engineer)
 - 1.1.3.2 Specifications
- 1.1.4 Sanitary Plans (if applicable)
 - 1.1.4.1 Design & Specifications

	1.1.4.2	Isometric Drawings			
	1.1.4.3	Drainage and Sewer System (indicate, if any existing floor clean out)			
	1.1.4.4	Cold Water Line System			
1.1.5	Mechanical Plans (if applicable)				
	1.1.5.1	Air-conditioning System			
	1.1.5.2	Air Ductworks System of the air- conditioning			
	1.1.5.3	Ventilation System (if applicable)			
	1.1.5.4	Air Ductwork System of the kitchen ventilation			
	1.1.5.5	LPG layout (if applicable)			
	1.1.5.6	Piping System			
	1.1.5.7	Isometric Drawings			
	1.1.5.8	Fire Protection System including Smoke Detectors, Fire			
	1.1.5.9	Sprinklers and Fire Extinguishers.			
	1.1.5.10	Specifications of the above.			
116	Flectrical	Plans			

- 1.1.6.1 Power Riser Diagram
- 1.1.6.2 Load Schedule & Computation (Normal & Emergency
- Lighting Layout & Illumination Proposal 1.1.6.3
- 1.1.6.4 Power & Equipment Layout

1.1.7 Electronic Plans

- 1.1.7.1 Voice & Data Layout
- 1.1.7.2 Security System Layout
- 1.1.7.3 **Auxiliary Riser Diagram**
- 1.1.7.4 Technical specifications, Legends, Location Plan, and General Notes
- 1.1.8 Incomplete plans will not be received for evaluation.
- 1.1.9 The Lessor reserves the right to approve, disapprove of give conditional approval to the Lessee's submitted plans and drawings.
- 1.1.10 The efficiency of the design for the Lessee space & the performance of the materials used shall be the responsibility of the Lessee's designer or contractor.
- 1.1.11 All design drawings shall conform to the Lessee Design Guidelines.
- 1.1.12 Processing and evaluation period shall be ten (10) working days.

- 1.1.13 Plans received after 3:00 PM shall be considered submitted the following day.
- 1.1.14 Approved plans must always be at the construction site. These plans are considered the construction plans andmust be followed by the Lessee's contractor (any deviation from the approved plan is considered a violation).
- 1.2 Turn-over & Re-measurement of Units.
 - 1.2.1 Lessor will schedule a turnover date wherein the lessee's space will be formally turned-over to the Lessoras ready for construction.
 - 1.2.2 The Lessee will affirm that all provisions in the space are present and in good conditions. Common area charges will commence on the date of turnover.
 - 1.2.3 Likewise, the lessee shall be responsible for its security upon turnover and must abide by all guidelines set by the Lessor.
 - 1.2.4 Use of utilities (electricity, water, etc.) shall also be charged to the lessee during construction.
 - 1.2.5 The awarded space shall undergo lease re-measurement procedure as described in Appendix B.
- 1.3 Technical Meeting/Pre-Construction Meeting. It is required that prior to beginning any design of the office spaces, the Lessee, his designers, and contractors, should meet with the Property Manager to discuss pertinent matters regarding Lessee construction.
- 1.4 Other Requirements. The following additional requirements must be submitted to the Lessor:
 - 1.4.1.1 Structural, Mechanical, Sanitary Permits (when applicable). The Lessee is responsible for obtaining construction permits from CDC BURD prior to start of fit out. The Lessee is responsible for paying all associated fees. The lessee shall properly display all necessary municipal permits on exterior of barricade or board up at all times. Copies of these permits must be submitted to the Property Manager.
 - 1.4.1.2 Construction Bond. The lessee shall deposit with a Construction Bond to answer for all violations or non-compliance with any

- guidelines and requirements or deviations from the approved plans. (Indicate period of release here).
- 1.4.1.3 Contractors All Risk Insurance. The Lessee shall secure a Comprehensive Contractors All Risk insurance policy for bodily injury, for property damage to the building and /or any third party for the whole duration of construction. A copy of the insurance coverage must be submitted to the Lessor prior to start of construction.
- 1.4.1.4 List of Workers (2 copies) along with copies of IDs. The lessee shall provide all his construction workers with ID card. The Lessor shall likewise be given by the Lessee a list of all his construction workers. These should be worn at all times within the construction site.
- 1.4.1.5 The Work Permit form is required by the Building Administration Office to ensure the security and safety of the building.
- 1.4.1.6 No work or activity by the unit occupants shall be allowed without a Work Permit duly signed by the Building Administrator. Upon completion of work activities, the requestor must sign out the work permit clearance.
 - 1.4.1.7 For the Work Permit to be approved, the following should be taken note of:
 - 1.4.1.8 The form should be completely and properly filled up by the unit occupant or his representative.
 - 1.4.1.9 Only the signatures of the unit occupants or his authorized representative/s shall be honored by the Building Administrator.
- 1.4.2 For electrical works, there must be at least two (2) workers at a given time.
 - 1.4.2.1 Work permit shall be filled up as follows:
 - 1.4.2.1.1 Minor works 24 hours before commencement of work.
 - 1.4.2.1.2 Major works- a minimum of 3 days ahead of schedule especially if sensitive or major equipment

or facility (such as fire protection system, genset, electric or water service, etc.) will be affected.

- 1.4.2.2 Work Permit form shall be accompanied by the following:
 - 1.4.2.2.1 Work Methodology/Scheme
 - 1.4.2.2.2 Key Plans/As-builts of existing utilities
 - 1.4.2.2.3 List of Tools/Equipment
 - 1.4.2.2.4 Work Duration/Schedule
- 1.4.2.3 No work Permit shall be signed after 4:00 PM. All workpermits, gate passes and documents to be approved by the Building.
- 1.4.2.4 Administrator filed after 4:00 PM will be signed and approved on the next working day.
- 1.4.2.5 All comments cited by the Building Administrator on the Work Permit must be noted and complied with.
- 1.4.2.6 The Building Administrator shall be furnished with a list of all construction workers' names. All workers must bring an identification card to be allowed access to the premises.
- 1.4.2.7 Workers must be in proper attire with complete PPE and company shirt (matching). Slippers, shorts and sandos are not allowed.
- 1.4.3 Notice to Proceed. This is written notice from the Lessor signifying that Lessee may start with construction. The Notice to Proceed will only be released after (1) the space has been properly boarded-up by the Lessor charged to the Lessee; and that (2) all terms in the Lessee Checklist & Operating Requirements (MCOR) have been strictly complied with. A copy of the Notice to Proceed, must also be prominently displayed in the board-up at all times.

2.0 CONSTRUCTION PHASE

2.1.1 Board Up

2.1.1.1 Prior to construction by the Lessee, the Lessor will properly board up the leased premises. The cost for this shall be charged to the Lessee. Construction of the Lessee will not

be allowed to commence if the above has not been completed.

2.1.2 Work & Access Permit

2.1.2.1 The Lessee or his representative shall secure a WorkPermit from the Lessor for the whole duration of the construction. This is to inform the Lessor of the actual items of work in a specified period of time. Work items specified in the permit but not in the approved plans shall not be cleared for implementation.

2.1.3 Schedule of Construction

- 2.1.3.1 Construction is allowed only from 7 am to 4 pm daily.
- 2.1.3.2 Construction outside of these hours may be allowed upon securing the proper clearance from the Lessor.
- 2.1.4 The Lessee shall restrict construction activities in the following time frames:
 - 2.1.4.1 Anytime:
 - Minor carpentry work
 - Masonry
 - Laying of electrical circuits
 - 2.1.4.2 Non-operating hours (to be cleared with the PM):
 - Major carpentry work (heavy hammering, etc.)
 - Demolition
 - Spray painting
 - Welding
 - Electrical testing
 - Sanding
 - All other works that disturb operations of adjacent spaces and which endanger the safety of the building and its Lessees

2.2 Access to the Building

2.2.1 All lessee employees, their workers, supervisors and other parties involved in the construction of the space must log in with the

- building security guard upon entry into the building. The location of designated entry & exit points shall be announced by the Lessor.
- 2.2.2 Identification cards must be worn at all times while inside the building premises. Those without ID's shall not be allowed to enter.
- 2.2.3 All construction workers must be in matching company T- shirts bearing the contractor's logo, long pants and safety shoes. Workers must wear hard hats at all times. Sandos, short pants, sandals or slippers and the like are prohibited. Those not properly attired shall not be allowed to enter the premises.
- 2.2.4 Workers and their supervisors are not allowed to loiter within the building premises.
- 2.3 Delivery of Construction Materials.
 - 2.3.1 Delivery of construction materials shall only be allowed before or after office/commercial hours.
 - 2.3.2 Sand, gravel, cement and the like must be delivered in sacks.
 - 2.3.3 All Lessees shall secure Work/Access Permit from Lessor and other pertinent agencies prior to any delivery of materials.
 - 2.3.4 All lessee deliveries shall secure delivery access permits from Lessor prior to all deliveries of construction materials.
 - 2.3.5 Deliveries shall not be received by the building guard or any of the building personnel. An assigned representative of the Lessee should be present to receive all the deliveries. (Please indicate use of elevators here).

2.4 Pullout of Excess Materials

- 2.4.1 The schedule of pullout of all construction debris, excess materials, and equipment that will no longer be used is the same as the Delivery Schedule. Likewise, a Work / Access permit shall be secured from the Lessor.
- 2.4.2 Construction debris must be hauled-out of the building every night after Commercial operation.

2.5 Conformity with Plans

- 2.5.1 All construction works must be done in accordance with the plans evaluated by the lessor. It is highly recommended that the existing utilities (smoke detector, sprinkler heads, LPG etc.) provided by the lessor remain in their given locations upon award of the Lessee space.
- 2.5.2 The designs of the shops could be worked around the actual location of these utilities. However, should the designers wish to exercise their prerogative and relocate the utilities to conform to their designs, they should realize that this relocation isstill subject to the approval of the engineering and design consultants.
- 2.5.3 Also, the Lessee should be aware that relocation shall mean additional costs that shall be borne by the Lessee.
- 2.5.4 Any proposed revision of the Approved Design for the leased space must be approved in writing by the Lessor prior to construction.
- 2.5.5 For minor revisions, written approval may be given on site (during routine inspections) by the Lessor.

2.6 Fire Safety

- 2.6.1 One (1) unit-20lb. ABC type fire extinguisher must be provided by the lessee within his leased space (One unit for every 11.40m radius).
- 2.6.2 An extinguisher must be provided and a fire watch assigned where welding and/or gas cutting operations are performed. A separate Hot Works Permit shall be secured from the Lessor daily for any welding works.
- 2.6.3 Smoking is strictly prohibited within the construction site.
- 2.6.4 Cooking is strictly prohibited within the construction site.
- 2.6.5 Water supply in the construction site shall be in accordance with the Local Fire Code.

2.7 Others:

- 2.7.1 Tapping of Utilities. Tapping of electrical, mechanical, fire protection, and plumbing utilities must be done in coordination with the Lessor.
- 2.7.2 Security. Security within the space is the sole responsibility of the lessee. The lessee may hire his own security guard, from any of the accredited security agencies of the Lessor. However, it is highly recommended that the lessee hire a security guard from the same agency serving the building. Lessee may request for a security augmentation from the Building Admin cost to be charged to the Lessee. Sanitation. The leased space as well as the common areas must be kept clean and free from foul odor. Garbage and construction debris must not remain lying outside the Lessee space. This must be hauled out of the building every night.
- 2.7.3 Portable Toilets. Portable toilets shall be available for the use of all workers. These shall be placed in an area accessible to all. The cost of the rental of the toilets shall be to the lessee's account.
- 2.7.4 Medical Facilities. First Aid Kits must be provided by each lessee at the construction site for the use in case of emergency.
- 2.7.5 Protective Apparel. Personal protective devices (hard hats, gloves, boots, etc.) shall be furnished by the lessee as needed.
- 2.7.6 Safety Materials & Equipment. The lessee shall provide safety measures such as construction nets, sheeting, shoring etc., whenever necessary.
- 2.7.7 Obstruction. Work shall not be permitted outside the lessee's leased space. Construction materials will neither be allowed to lie outside the lessee space nor in any either common area of the building.
- 2.7.8 Damages. The lessee shall be responsible for any damages incurred resulting from the construction of the space. Likewise, death and/or injuries within the premises shall be the lessee's sole responsibility.
- 2.7.9 Behavior of Workers. The lessee is responsible for controlling the conduct of his contractors and workers.
- 2.7.10 Routine Inspections. Lessor and their assigned representatives shall make their routine inspections of all construction sites as often as necessary. All observations and instructions given by the inspectors

(indicated on lessee construction checklists) must be taken note of and strictly followed. Lessor reserve the right to issue construction changes on approved plans when deemed necessary.

2.7.11 Supervisors.Lessee shall assign key personnel (Project Manager, Supervisor) to be present at all times at the construction site for supervision and coordination purposes. All communications related to Lessee construction will be directed to designated key personnel.

2.7.12 Pre-Final Inspection

- 2.7.12.1 Lessee shall request the Lessor (in written form) at least three (3) days in advance, to conduct a pre-final inspection prior to the following critical construction activities:
 - 2.7.12.1.1 Permanent closure of ceiling.
 - 2.7.12.1.2 Pouring of concrete.
 - 2.7.12.1.3 Testing and Commissioning

2.7.13 Final Testing

- 2.7.13.1 The Lessee shall inform the Lessor (through a written request) at least three (3) days in advance, to witness the following:
 - 2.7.13.1.1 Pressure test- A/C piping, sprinkler piping and cold water piping.
 - 2.7.13.1.2 Smoke alarm test-fire protection.
 - 2.7.13.1.3 Flood test plumbing and sanitary.
 - 2.7.13.1.4 Flow test plumbing and sanitary.
 - 2.7.13.1.5 Insulation test electrical.
 - 2.7.13.1.6 Load test electrical.
 - 2.7.13.1.7 Leak test mechanical (LPG and exhaust system).

2.8 Compliance

2.8.1 Violations and/or non-compliance with any or all of the above guidelines and requirements and deviations from approved plans shall constitute grounds for the stoppage of construction especially when previous notices remain uncorrected or unresolved. A written Work Stoppage shall be issued for this purpose. The Lessee shall be responsible for the communication and implementation of all Construction Guidelines to his assigned contractor.

- 2.8.2 Gross violation even on the first offense shall be automatically penalized with a Work Stoppage Order and/or Equipment confiscation plus a fine of Php10,000.00.
- 2.8.3 The Lessor reserves the right to issue a Work Stoppage if these requirements are not met.

3.0 POST-CONSTRUCTION PHASE

- 3.1 Construction Completion Advice. The Lessor shall send a Construction Completion to the Lessee so that a joint inspection date could be scheduled.
- 3.2 Submission of As-Built Plans and Electrical Load Test. The lessee shall submit one completeset of As-Built plans to the Lessor at least one (1) week before the scheduled inspection date. No final Inspection will be conducted without the As-built Plans. Please note that the Construction Bond will not be released without the As-built Plans.
- 3.3 Final Inspection: The inspection of the leased space will be conducted by the Lessor with the Engineering Group/Resident Engineer together with the Lessee or his duly authorized representative on the scheduled date.
 - 3.3.1 Items to be checked:
 - 3.3.1.1 Utilities Operation.
 - 3.3.1.2 Compliance with the approved Plans and Design, Guidelines & Standards.
 - 3.3.1.3 Air Balancing
- 3.4 Should the Lessor find items not in accordance with the test standards after the final inspection, Lessee would be given time to affect the necessary rectification works.
- 3.5 Should the lessee fail to rectify the works on the given time. The Lessor shall undertake the necessary rectification works, cost of which shall be for Lessee's account to be deducted from the Construction Bond.
- 3.6 House Rules Orientation. Lessee shall attend an orientation with the Lessor to discuss the operating policies of the building.
- 3.7 Acceptance Letter

After all the requirements have been complied with the Lessee and have been inspected and accepted by the Lessor, Acceptance Letter will be issued to the Lessee.

3.8 Operating Permits/ Certifications

Copies of the following must be submitted to the Lessor:

- 3.8.1 Occupancy Permit (CDC-BURD).
- 3.8.2 Business Permit (CDC).
- 3.8.3 Certificate of Final Electrical Inspection (CDC-BURD).
- 3.8.4 Fire Safety Inspection Certificate (CDC-Public Safety Department).
- 3.8.5 Public Legal Liability Insurance.
- 3.8.6 All necessary Government Permits not mentioned above shall be secured by the Lessee upon advice of the Lessor.

3.9 Permit to Operate (PTO)

After all the above requirements have been complied with the Lessee and have been inspected and accepted by the Lessor, a Permit to Operate (PTO) shall be issued to the Lessee.

3.10 Release of Construction Bond

The Lessor shall release the Construction Bond after the issuance of the Permit to Operate.

APPENDIX B

LEASE RE-MEASUREMNT GUIDELINES

1.0 General Procedure

- 1.1 Present on the day of Lease Re-measurement to obtain the Certified Floor Area are Lessee or his/her duly authorized Representative and Building Admin Officer and Design Manager/Officer/In-house Architect. Lease Remeasurement shall not begin if any of the aforementioned parties are absent.
- 1.2 Lessor Representative shall proceed to get dimensions of the perimeter walls as witnessed by the Lessee and as specified hereinafter. All dimensions shall be indicated on the plan. Location and sizes of stub-outs for ducts, sanitary and drainage shall be verified and validated.
- 1.3 Once the Lease Re-measurement exercise is completed, all Representatives shall affix their signature on the Plan as witnesses. A copy will be given to the lessee in (insert time here).
- 1.4 The lessee is given a period of 5 working days upon receipt of the duly signed pdf and hard copy from the lessor to contest the validity of the certified Floor Area presented. No re-measurement of floor areas shall be entertained after this period.
- 1.5 Lessee and Lessor representative shall have a joint inspection of water submeters on its initial reading on the day of lease re-measurement.

2.0 Specific Procedures

- 2.1 The Floor Area measurement guidelines for LESSEES shall be as specified below:
 - 2.1.1 Gross Floor Area is based on the measurement of the exterior part of the building.
 - 2.1.2 Office Rentable Area are the areas that includes the area of the building columns, walls, windows, core areas (excluding elevator shafts, fire exit stairwell and pipe chase), common toilets, electrical rooms, service lift lobbies, passenger elevator lobbies, common hallways and other utility rooms within the floor. Measurement reference shall be the inside dimension of the building.
 - 2.1.3 Usable Area is the area that is occupiable area of a floor or office suite. For multi-tenanted floor, it is measured at the center of party

walls and corridor walls. For a whole floor, it is the total measurement of the net office area and the common corridor area.

- 2.1.4 Retail leasable area is the net space area or footprint of the space that includes column area within if there are any.
- 2.1.5 Limited Common Area is the area of the building facilities of the floor but not limited to Engineering Utility Rooms such as electrical room, telephone room, and air handling units, common lift lobbies, common toilets and the like.

2.2 Formula:

Gross Floor Area = Gross Area measured using the exterior dimension of the structure = Usable area + Limited Common Area + Major Vertical Penetration

Where: Usable Area = Net Office area + Hallway Area

Major Vertical Penetration = Common Part of the Building that serves more thanone floor i.e., stairwells, pipe chase, vertical ducts, elevator shafts and the like.

Limited Common Areas = Areas of utility room, common toilets and lift lobbies.

Total Office Leasable Area = Net Total Office Area

Efficiency Factor = Summation of Usable Area and Limited Common Areas

Where: Efficiency Factor = Net Total Office Space

Total Floor Leasable Area

Limited Common Areas = Areas of utility room, common toilets and lift lobbies.

Office Rentable Area

Formula 01 = Net Office Space

Efficiency Factor

Formula 02 Rentable Area

Net Office Space +Prorated space of common

hallway + limited common area

Multiple Lessee Floor

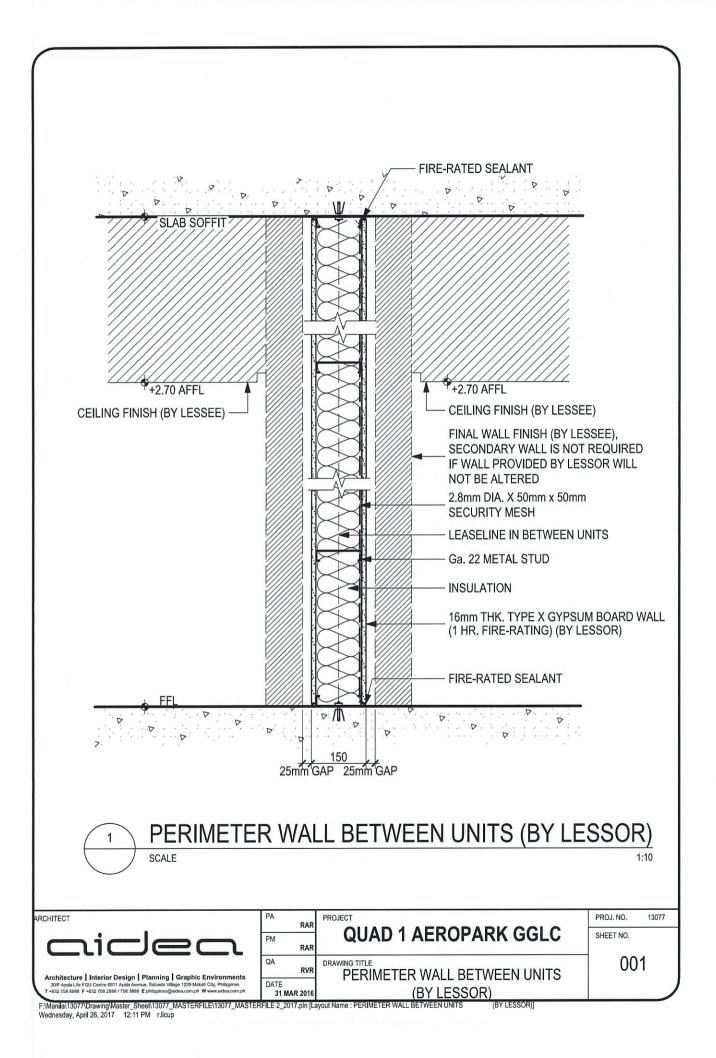
Rentable Area = Net Unit Area + Pro-rated Common Corridor Area +

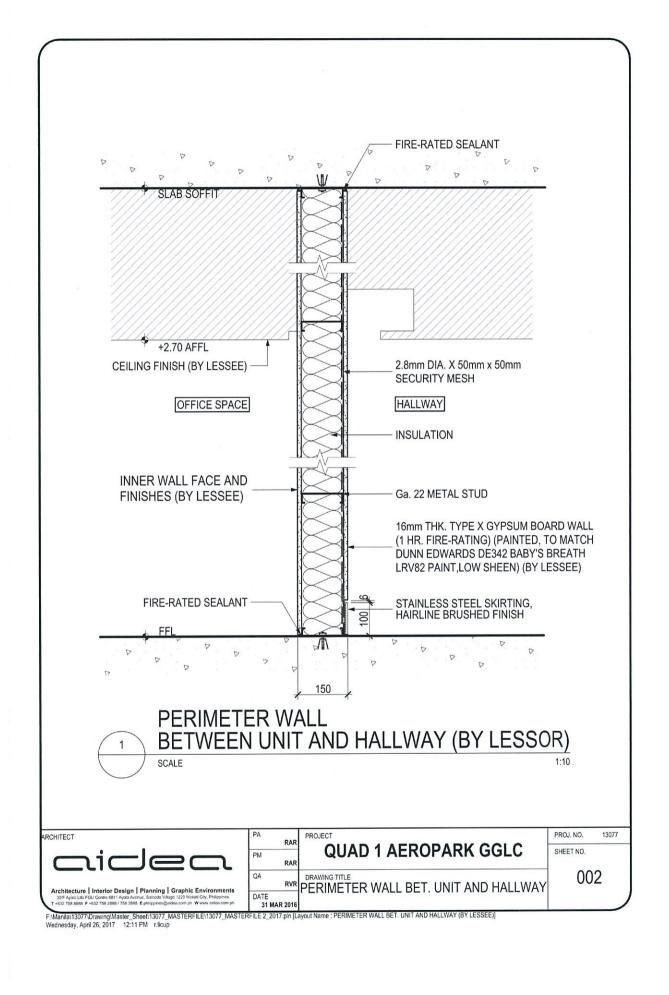
Prorated Limited Common Areas

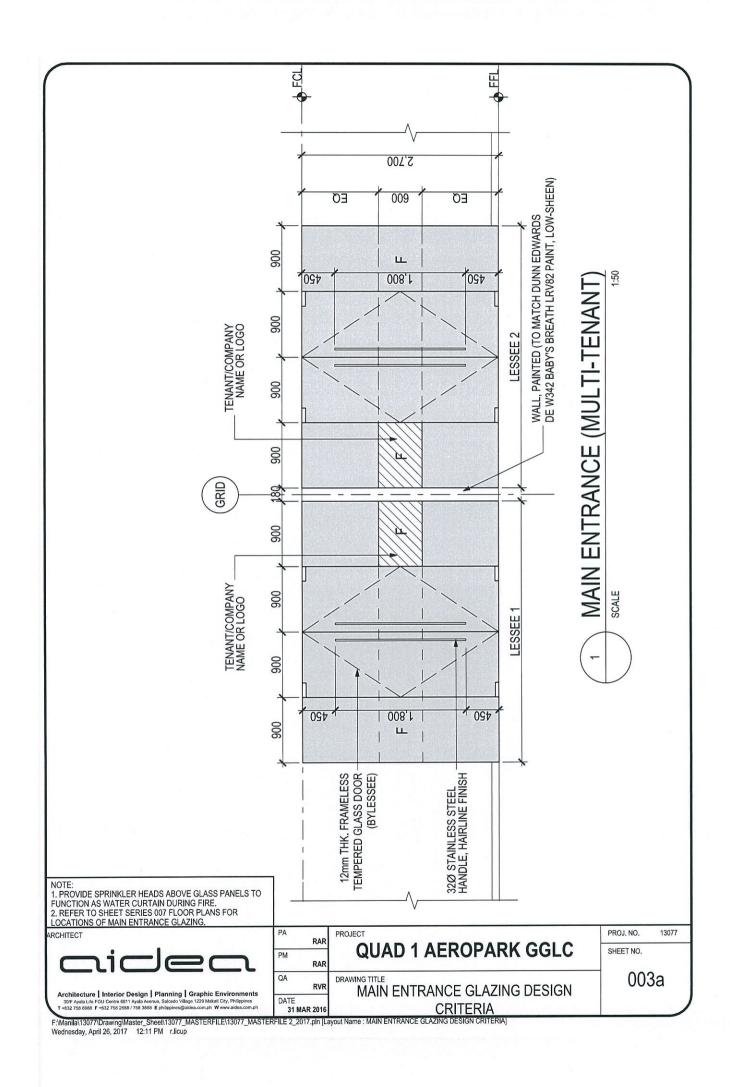
Single Lessee Floor

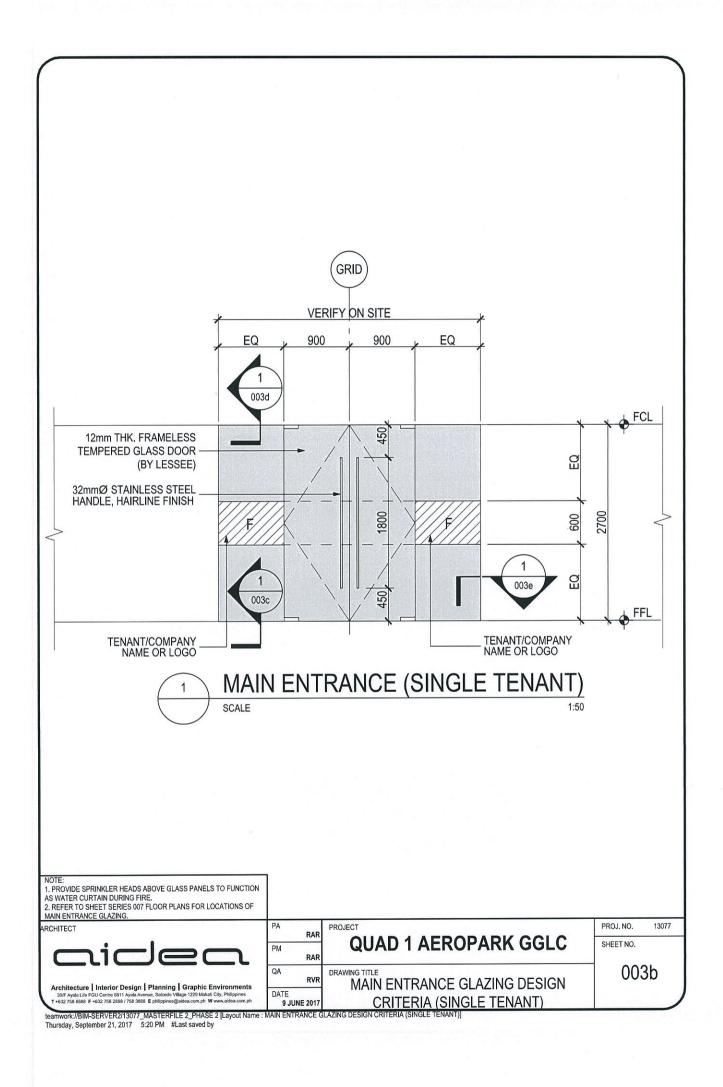
Rentable Area = Summation of Net Office Area +

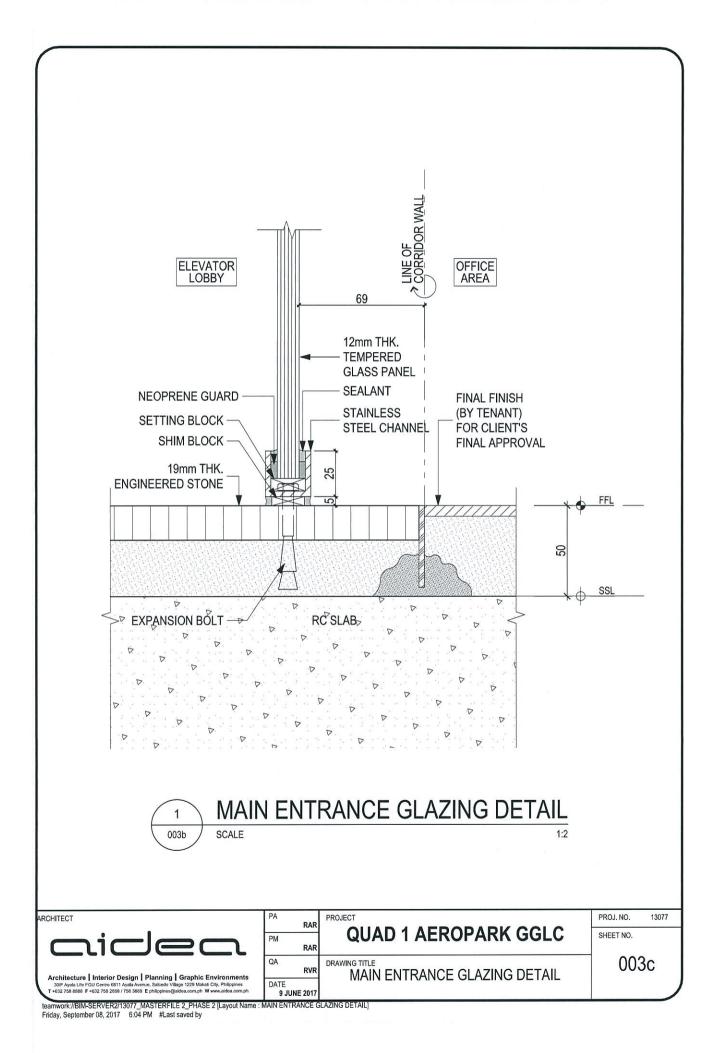
Common Corridor Area + Limited Common Areas

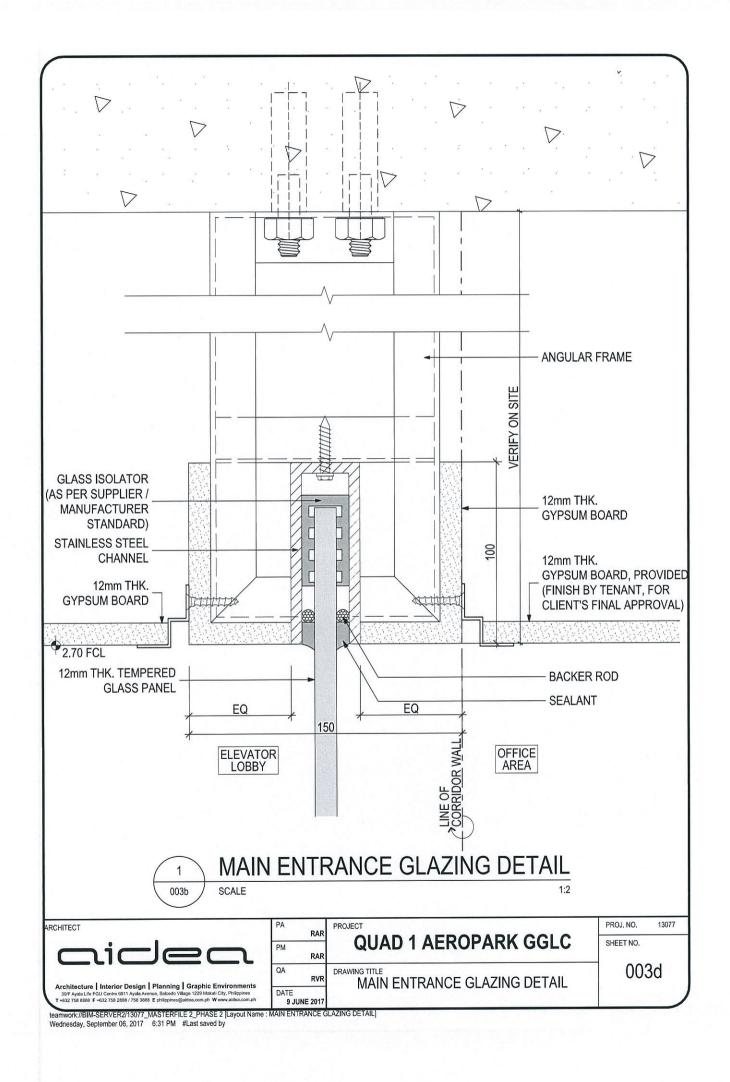


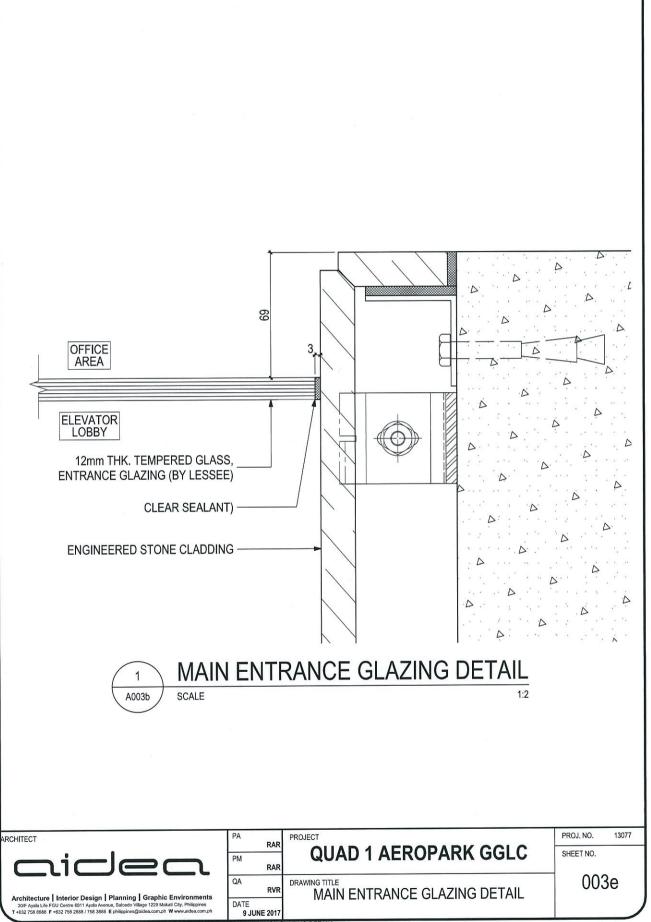


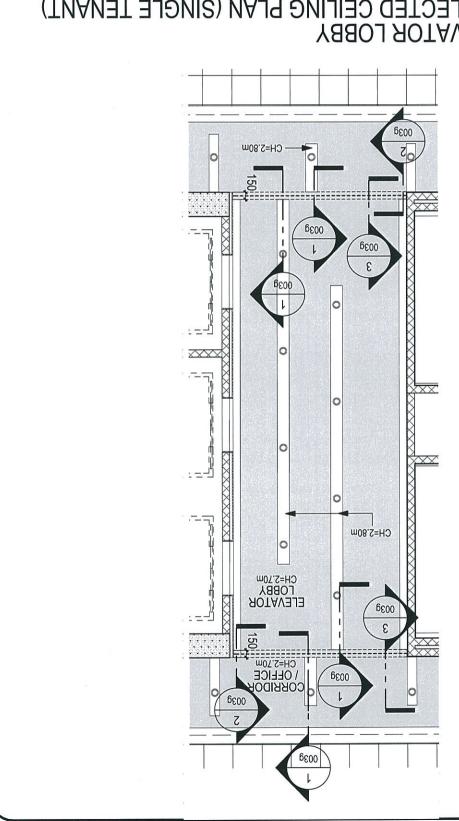












REFLECTED CEILING PLAN (SINGLE TENANT) **ELEVATOR LOBBY**

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13077

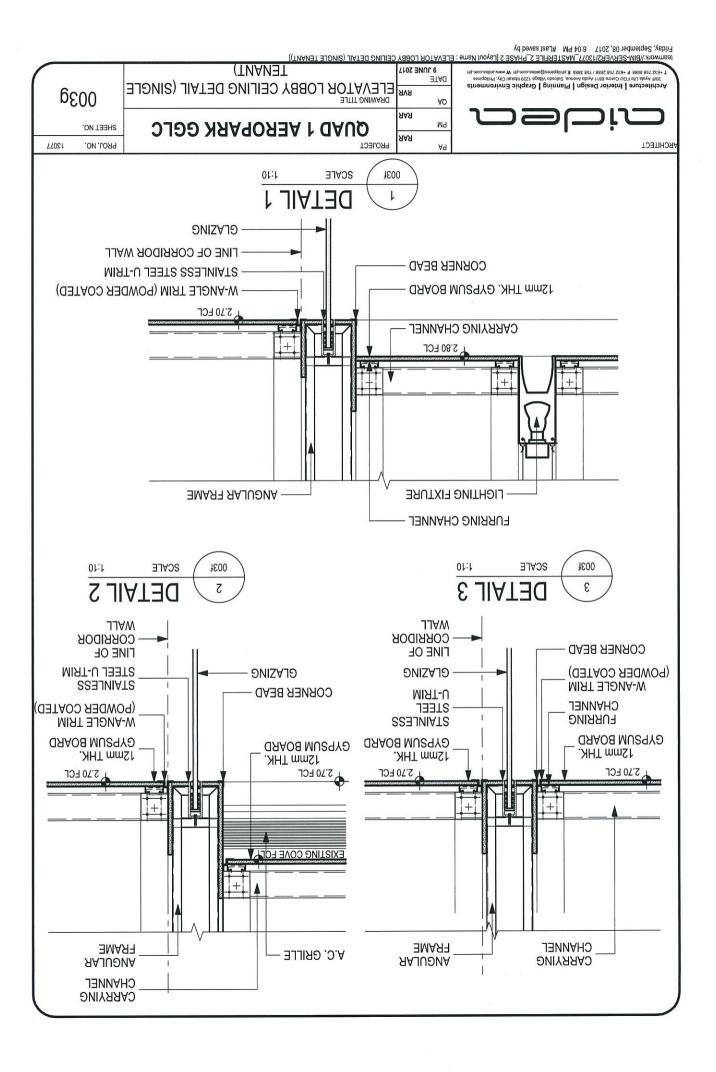
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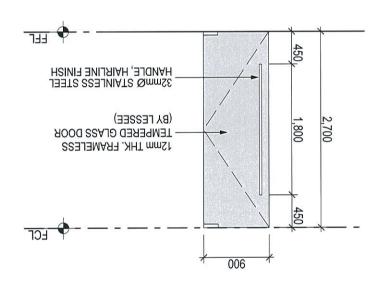
ELEVATOR LOBBY REFLECTED CEILING PLAN (SINGE TENANT))

PLAN (SINGE TENANT)) DATE 5 JUNE 2017 ELEVATOR LOBBY REFLECTED CEILING RVR

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DOOR ENTRANCE DOOR

QUAD 1 AEROPARK GGLC

600

13077

SHEET NO.

РВОЈ. ИО.

NOTE: NOTE: ONE SPRINKLER HEADS ABOVE GLASS PANELS TO HOUCTION AS WATER CURTAIN DURING FIRE.

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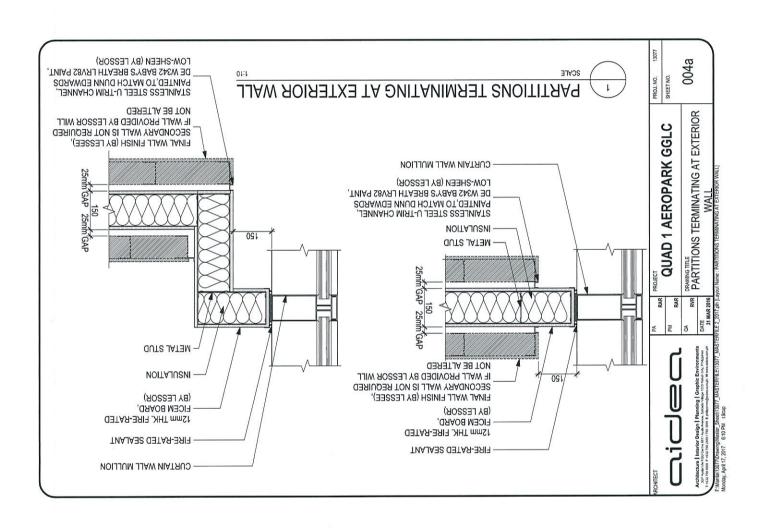
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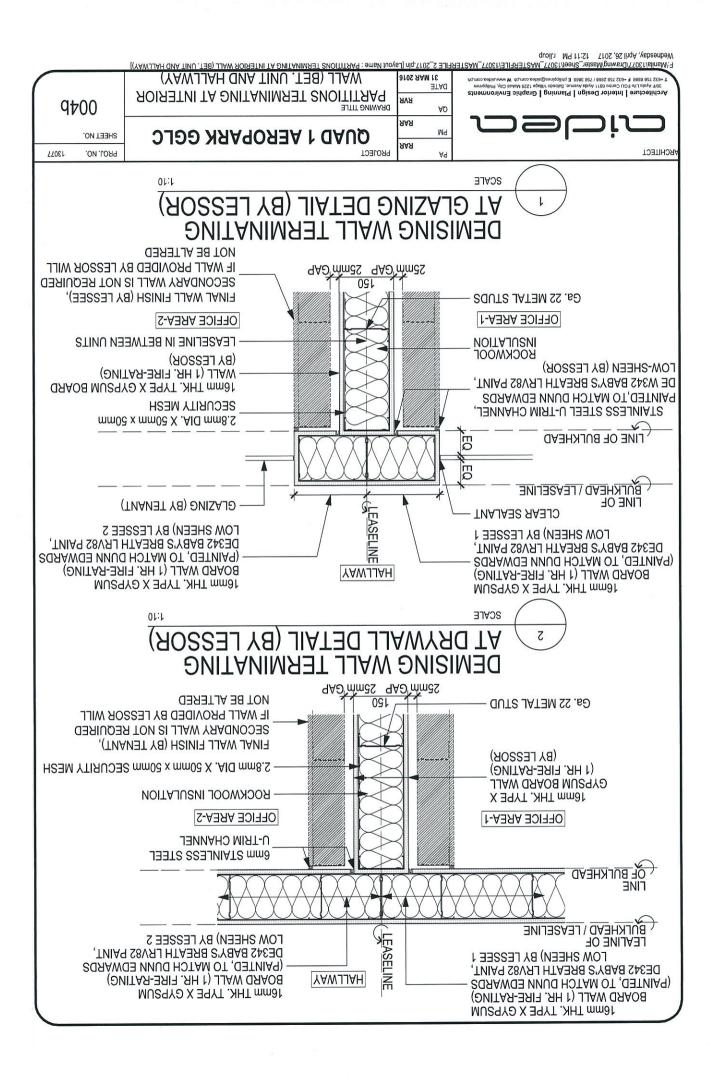
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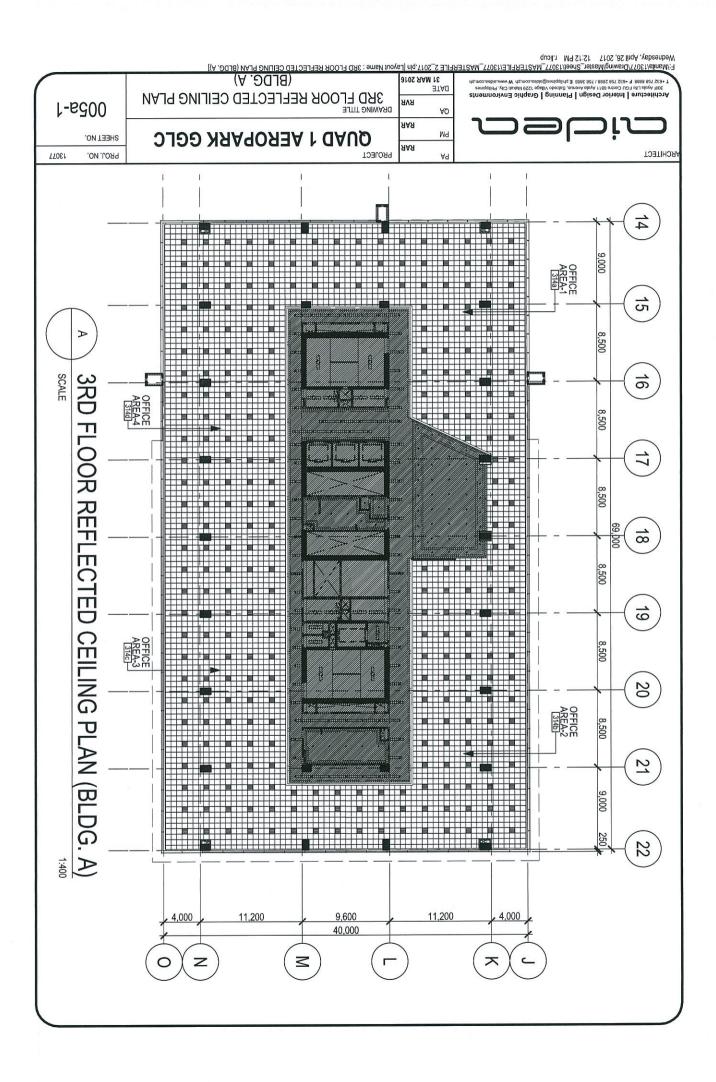
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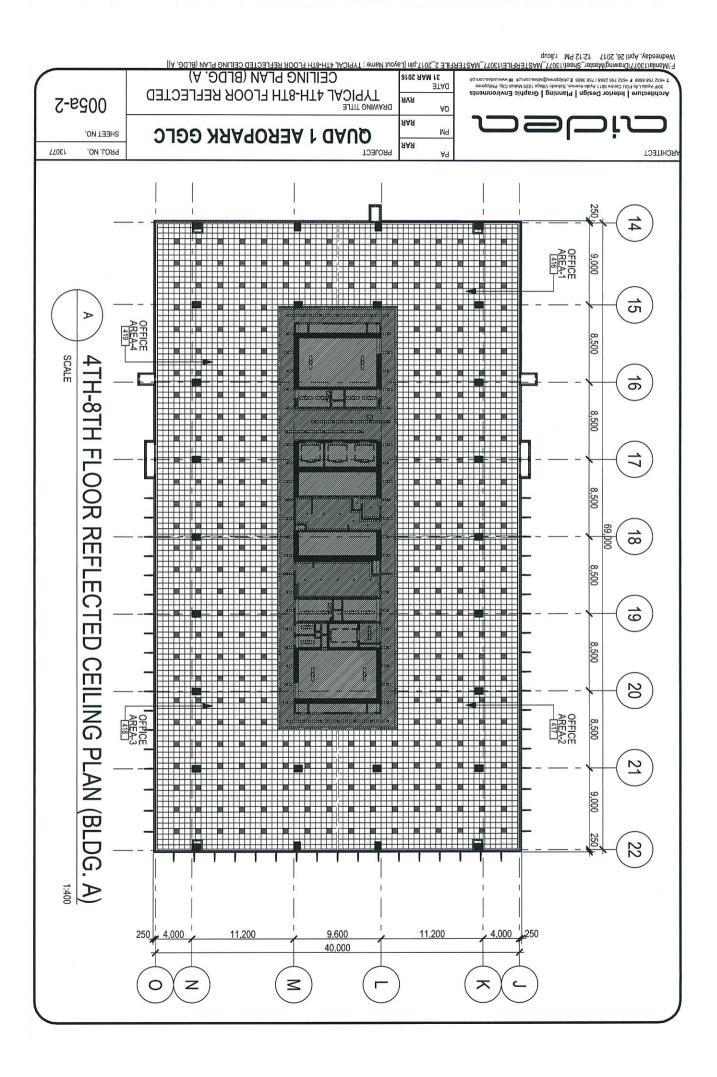
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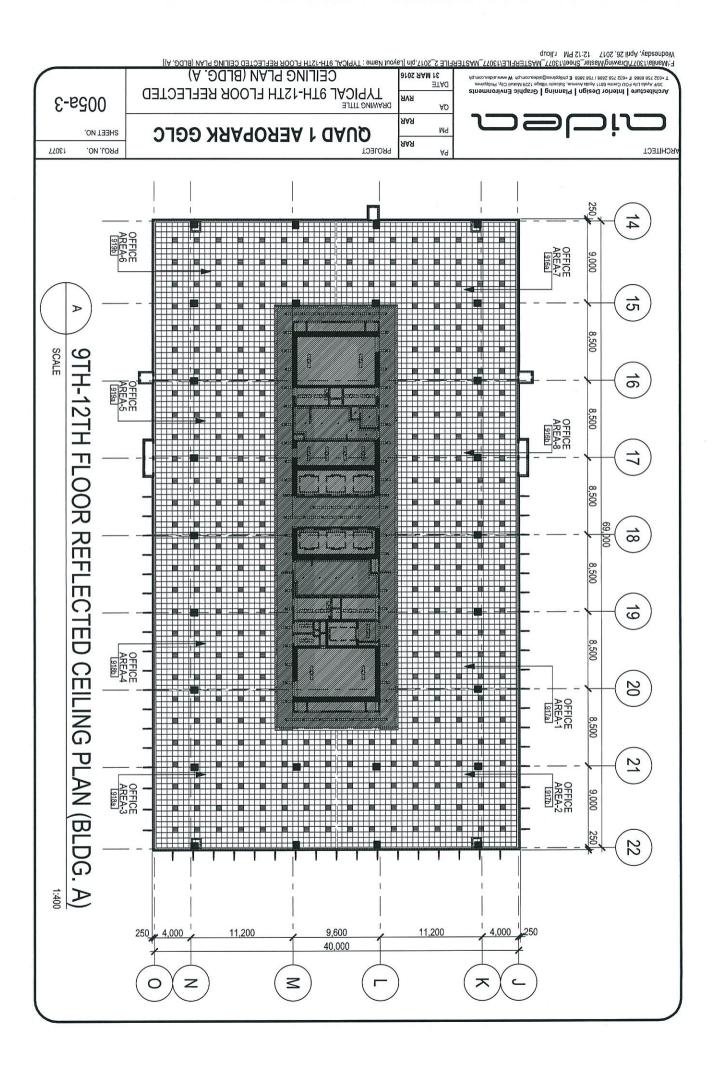
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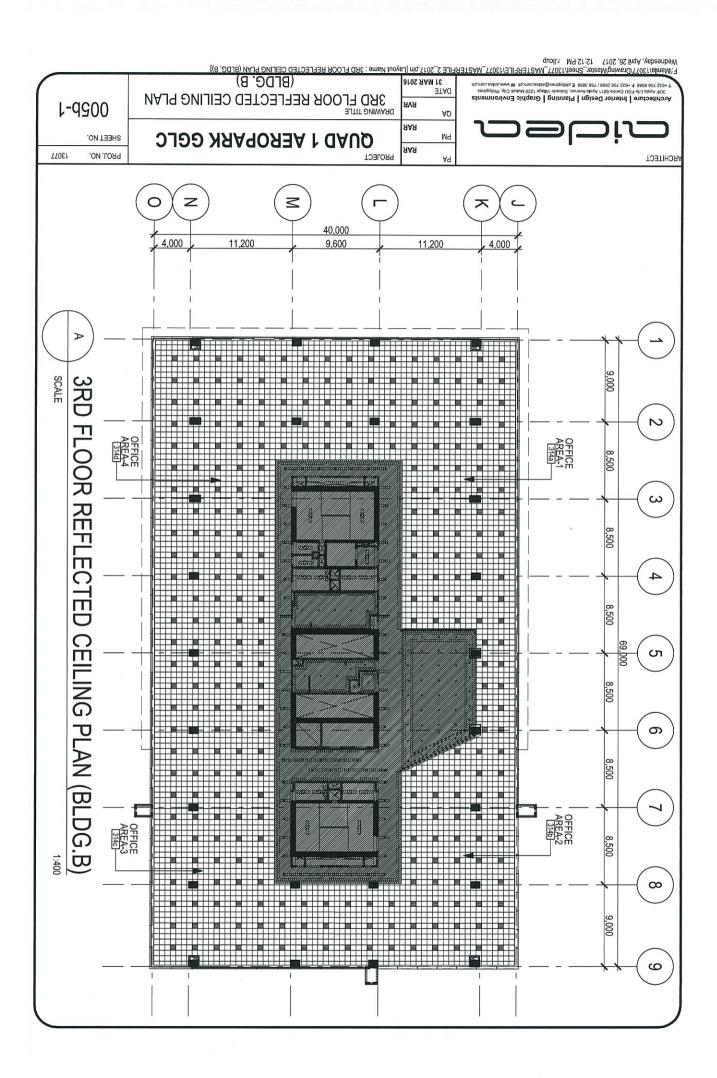


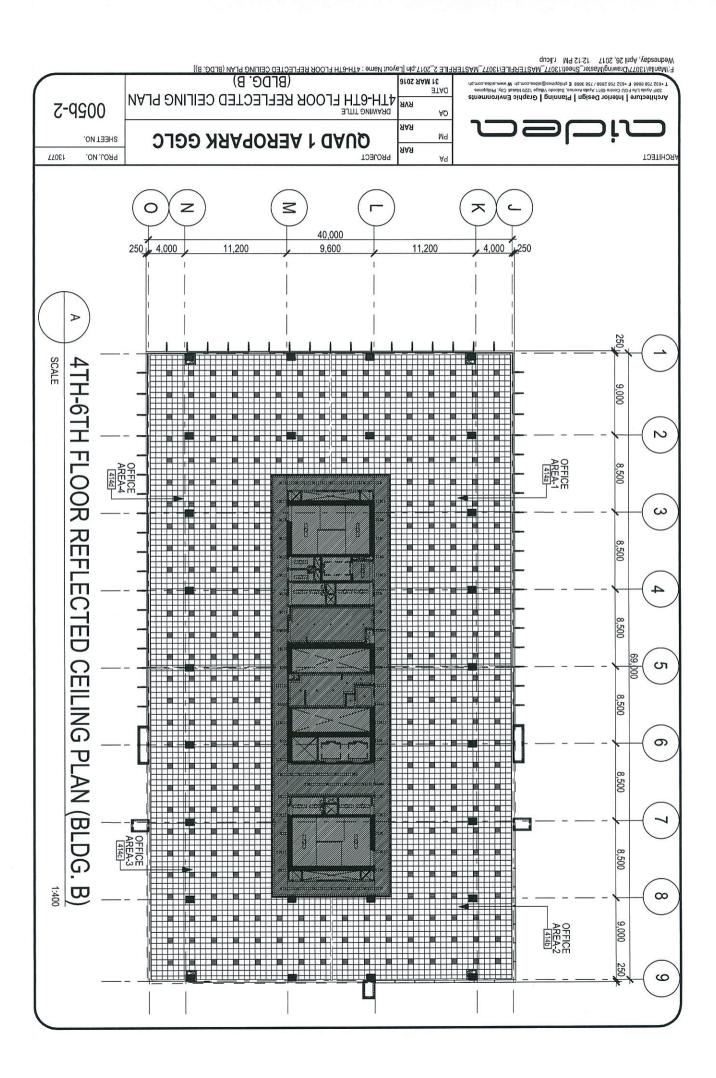


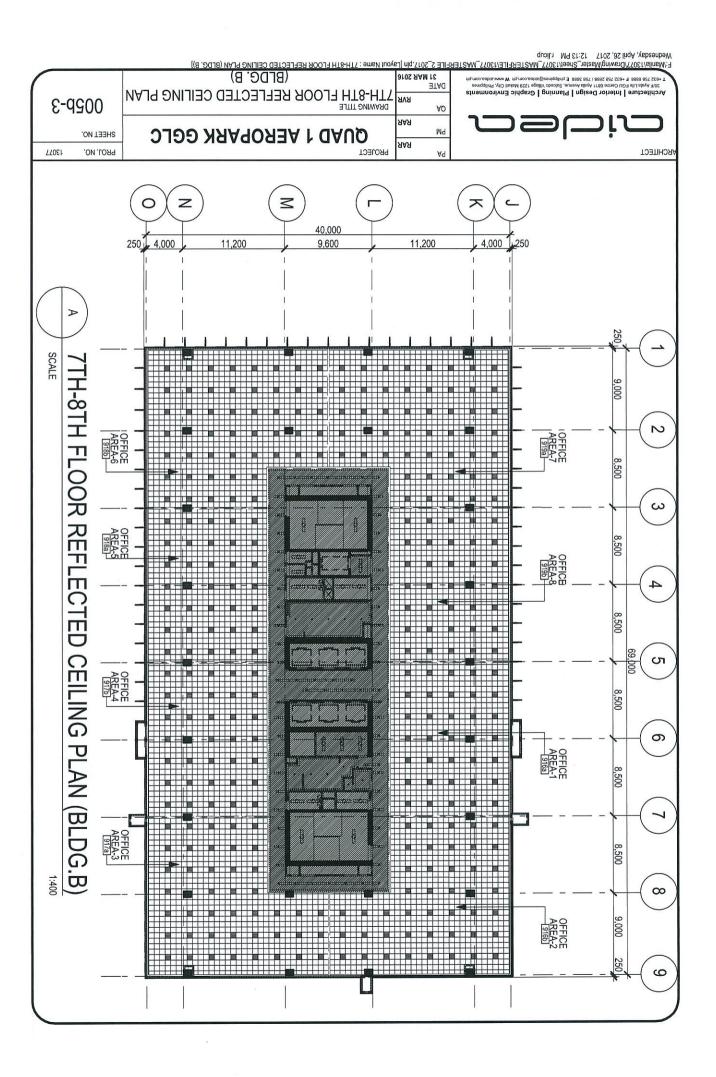


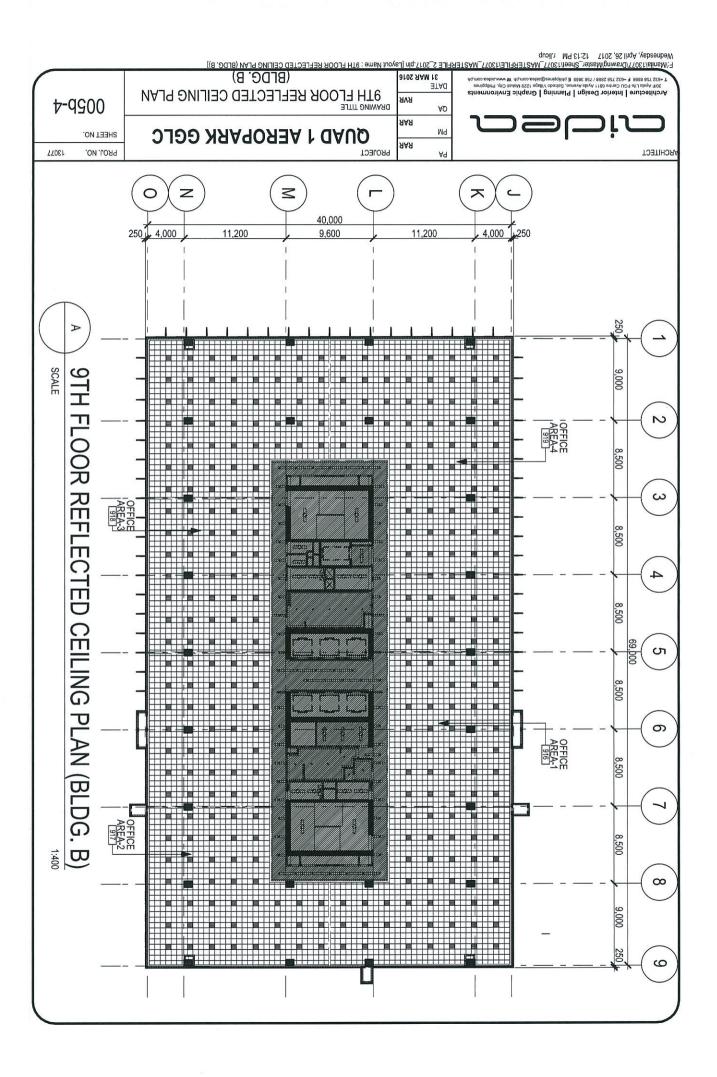


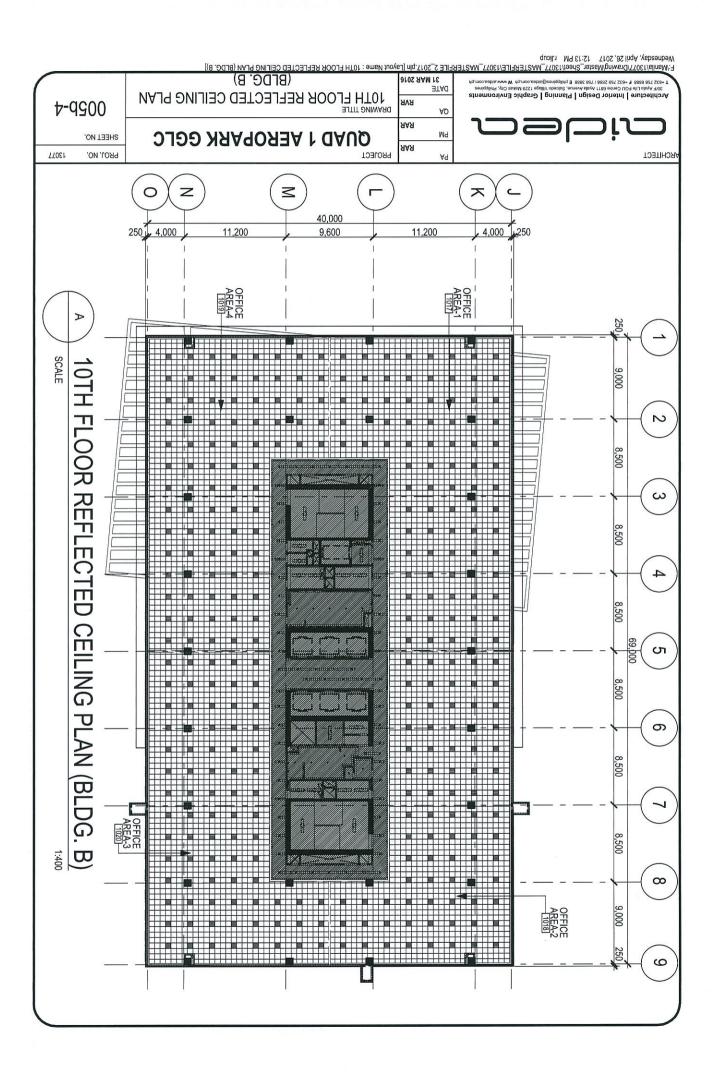


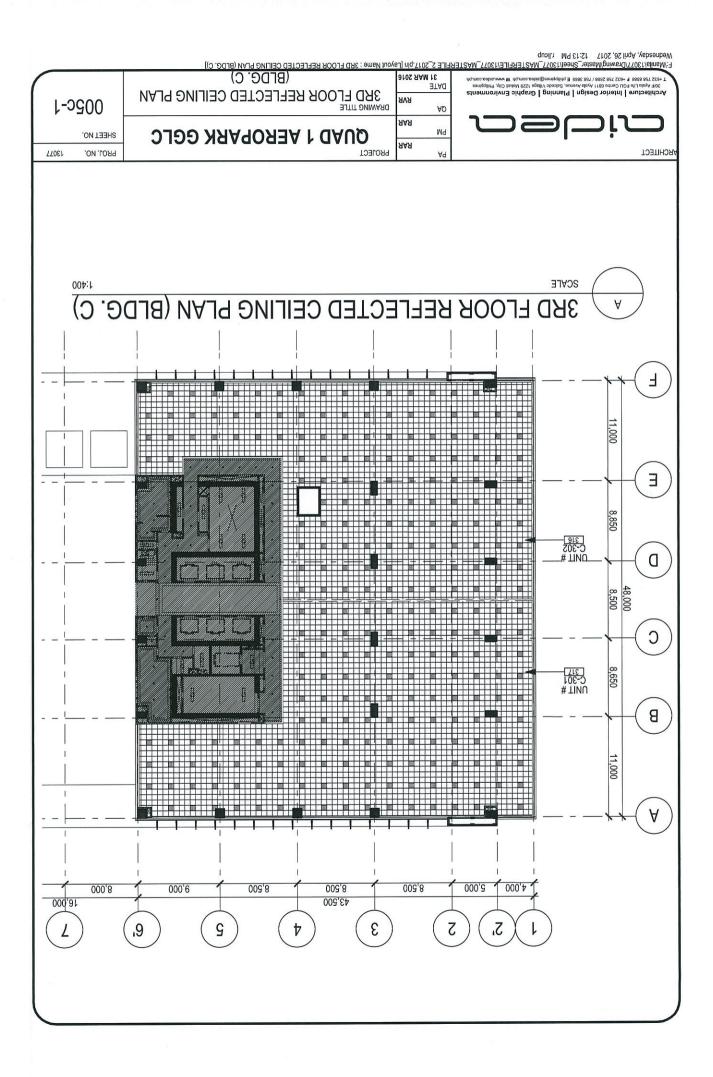


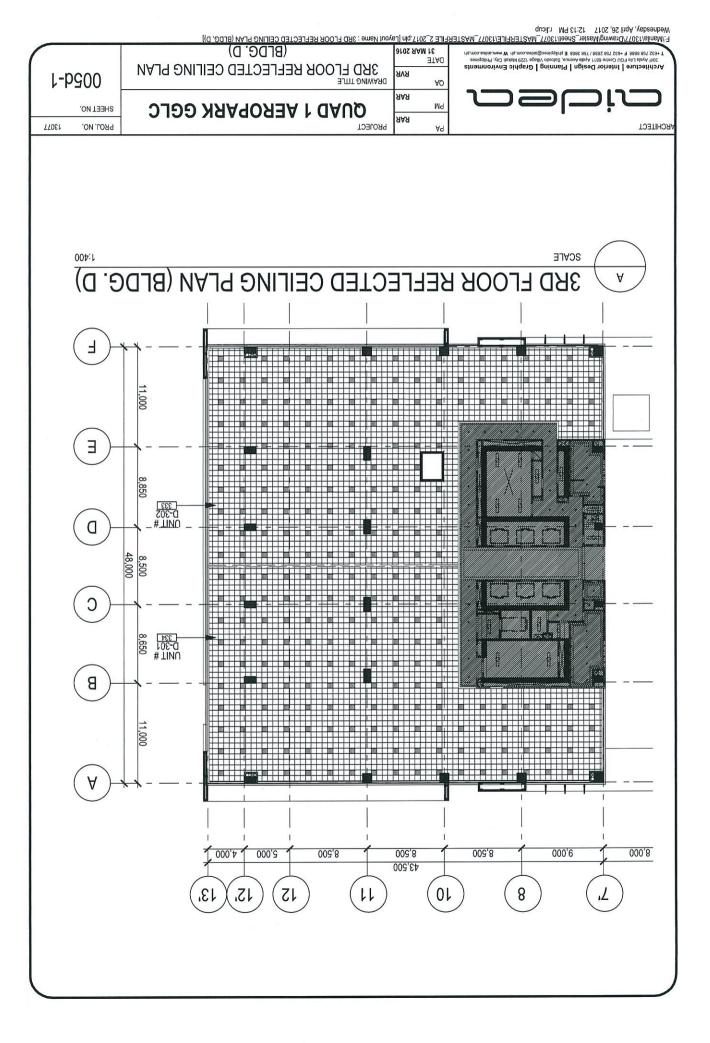


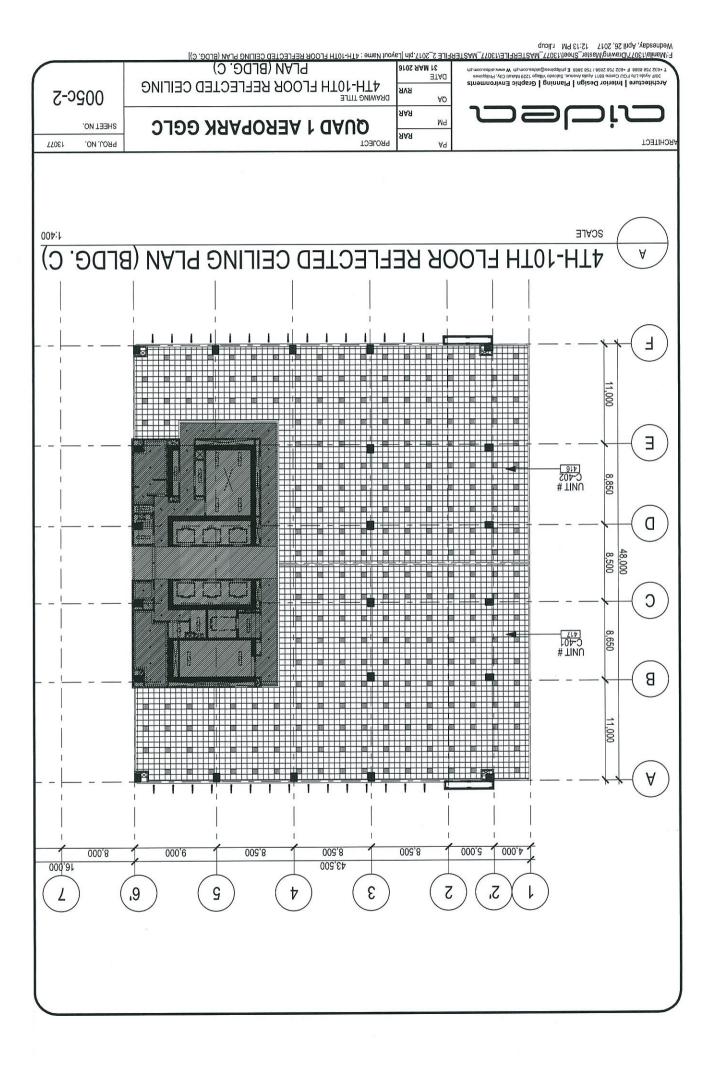


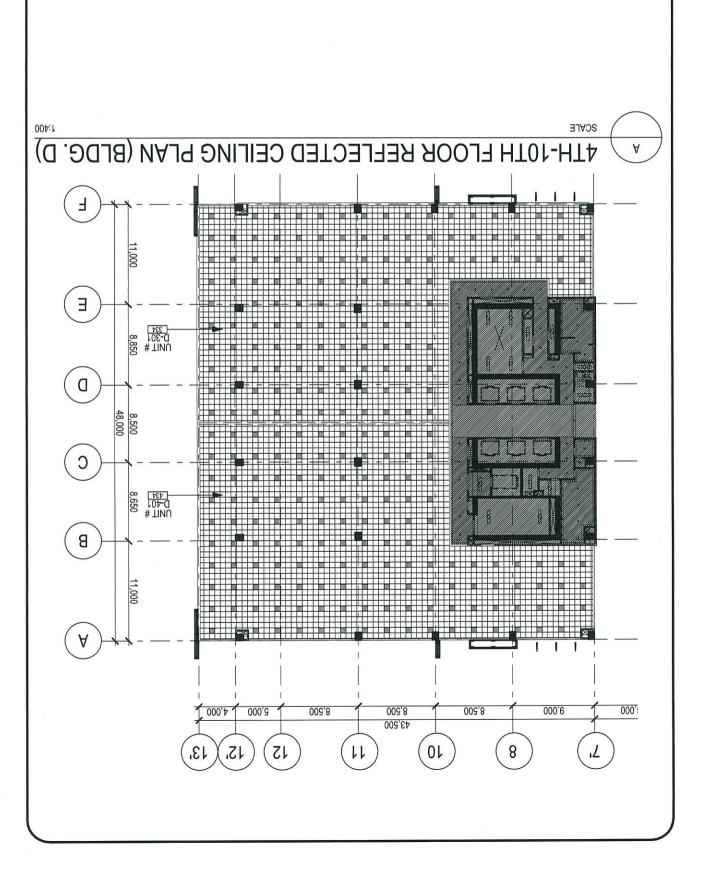












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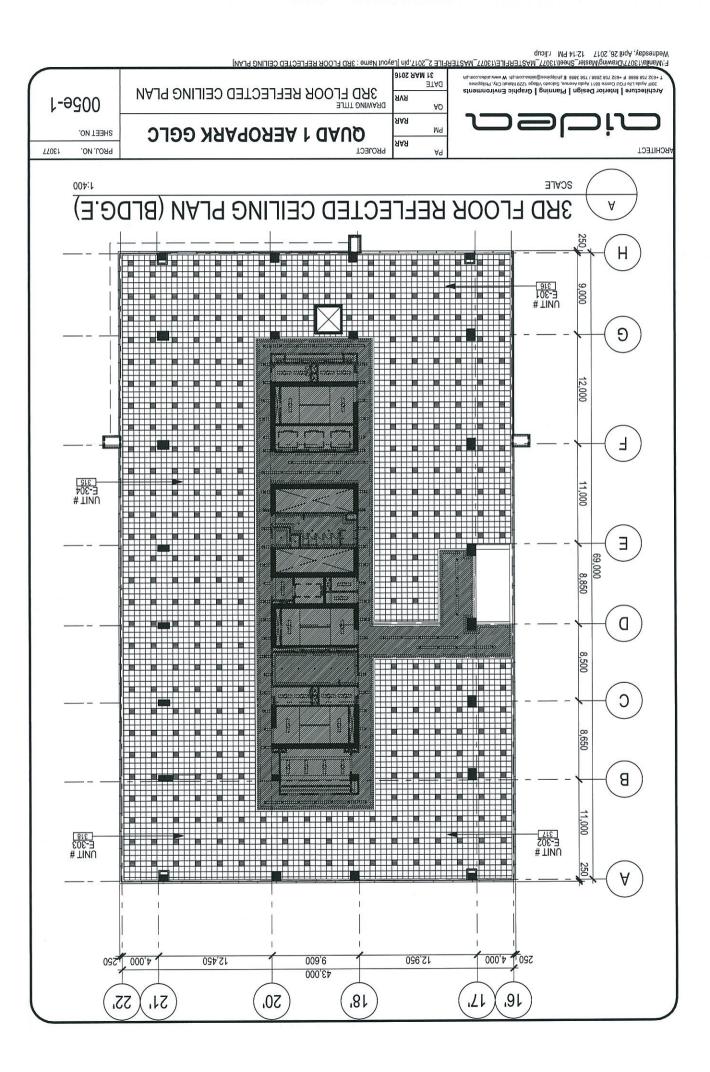
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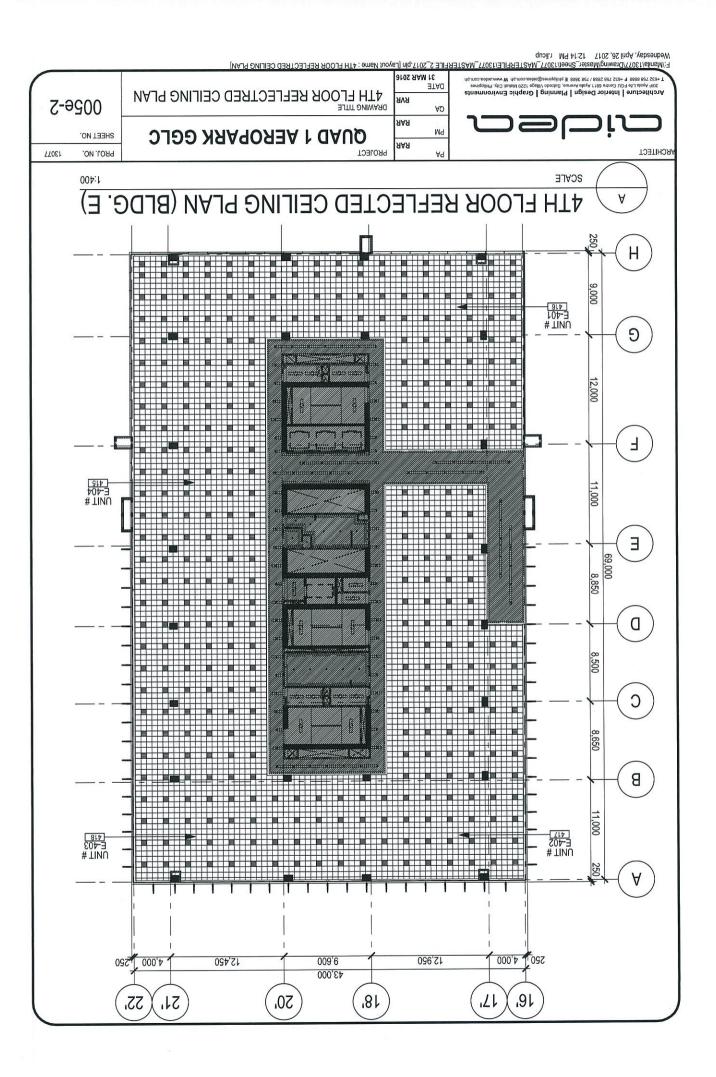
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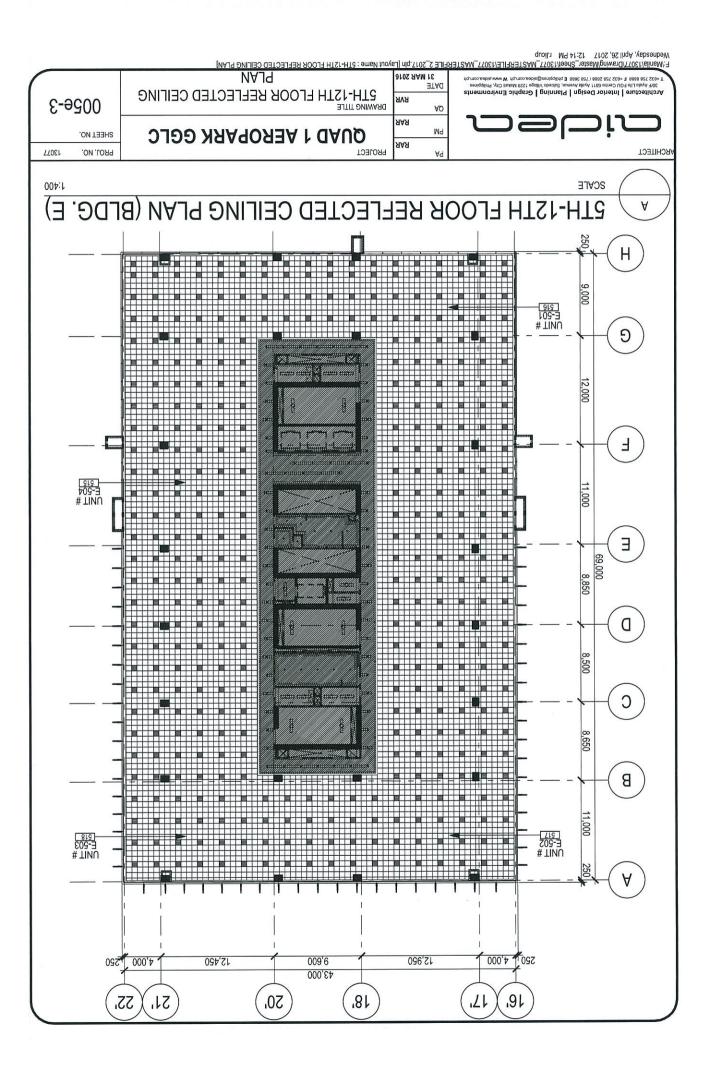
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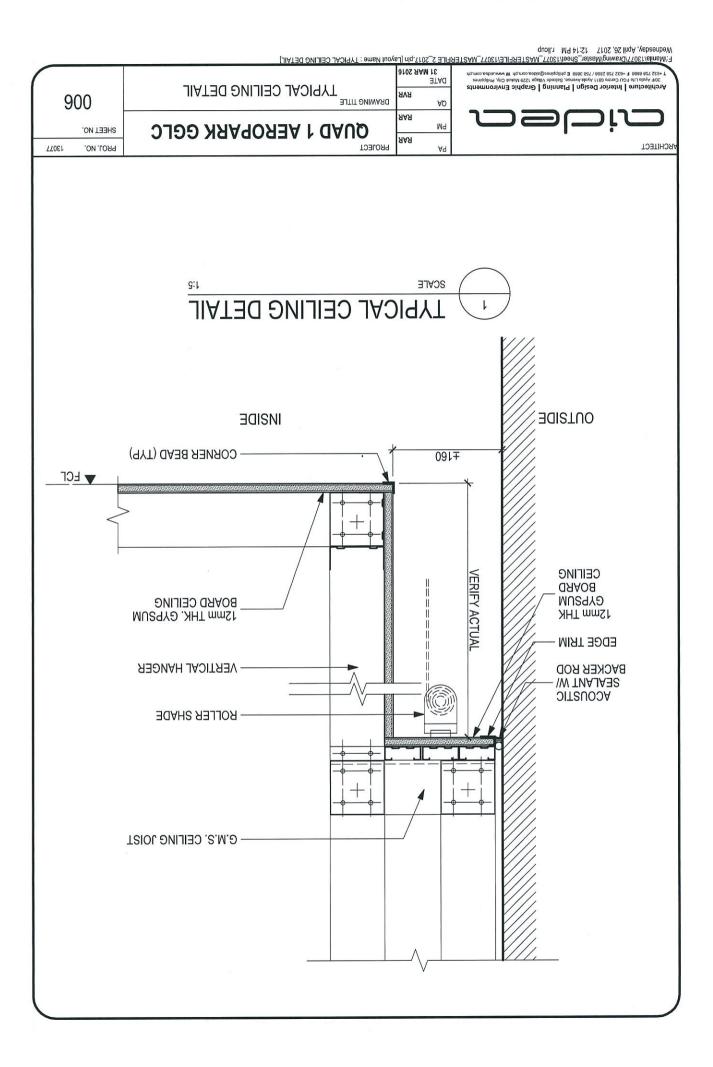
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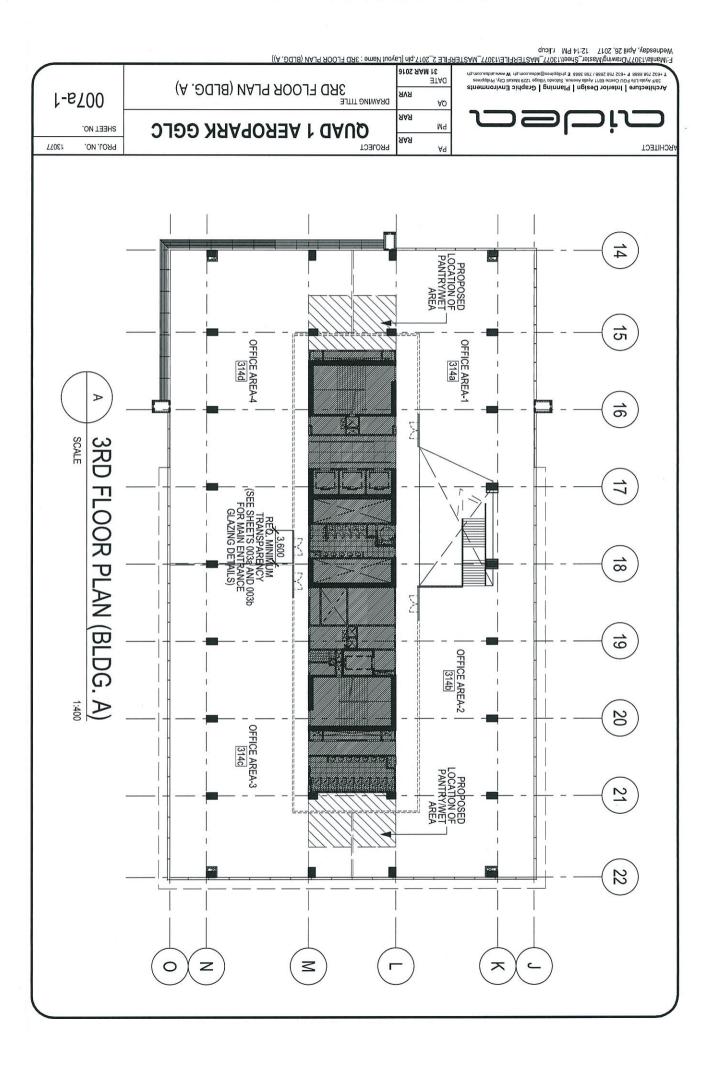
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Wednesday, April 26, 2017 12:13 PM r.licup

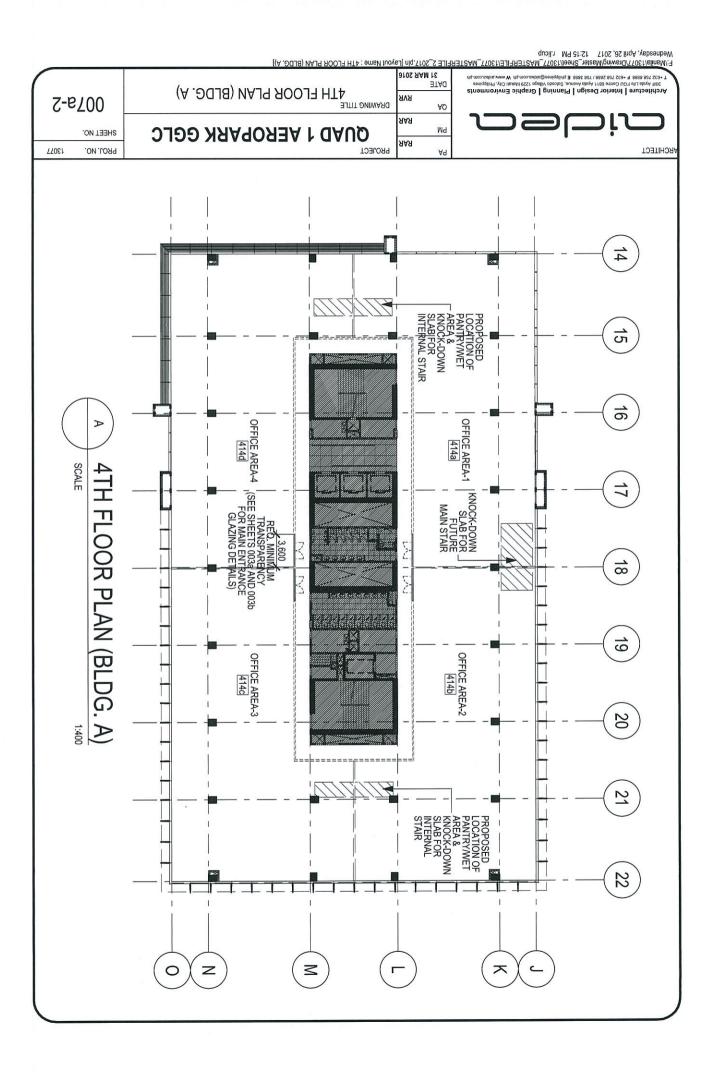


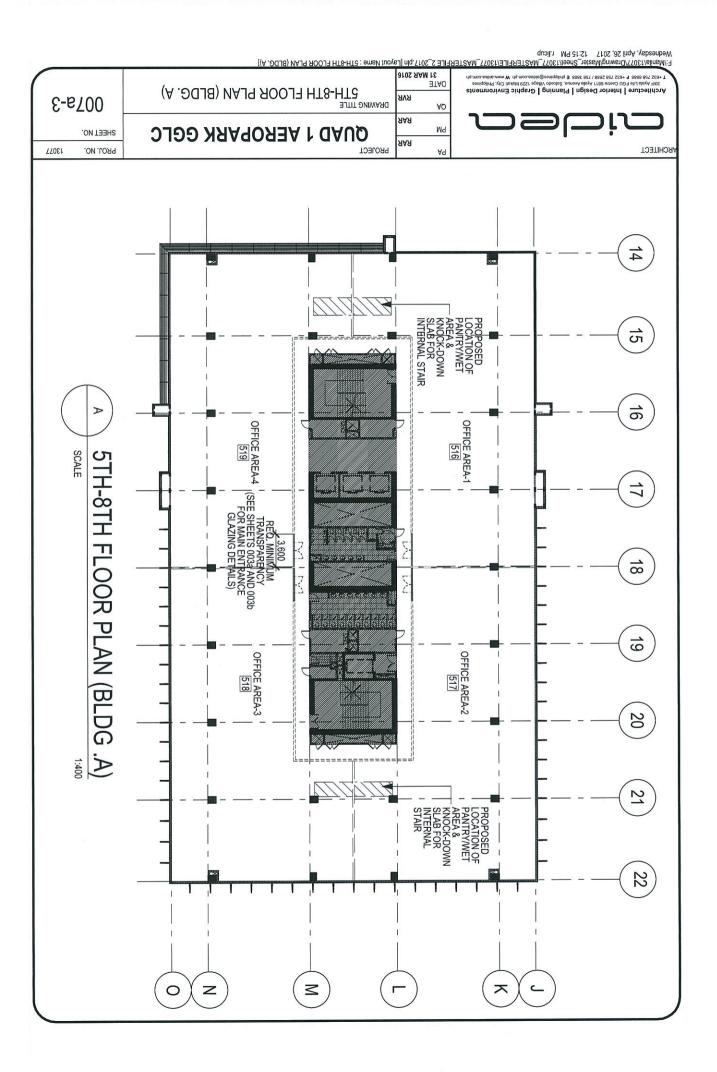


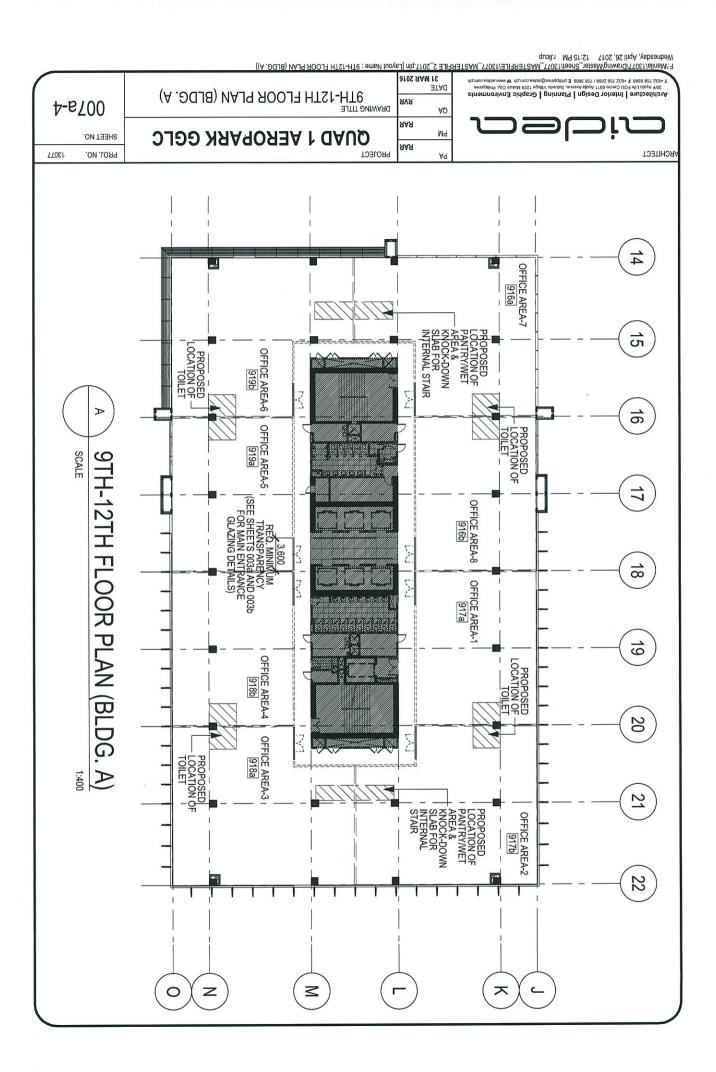


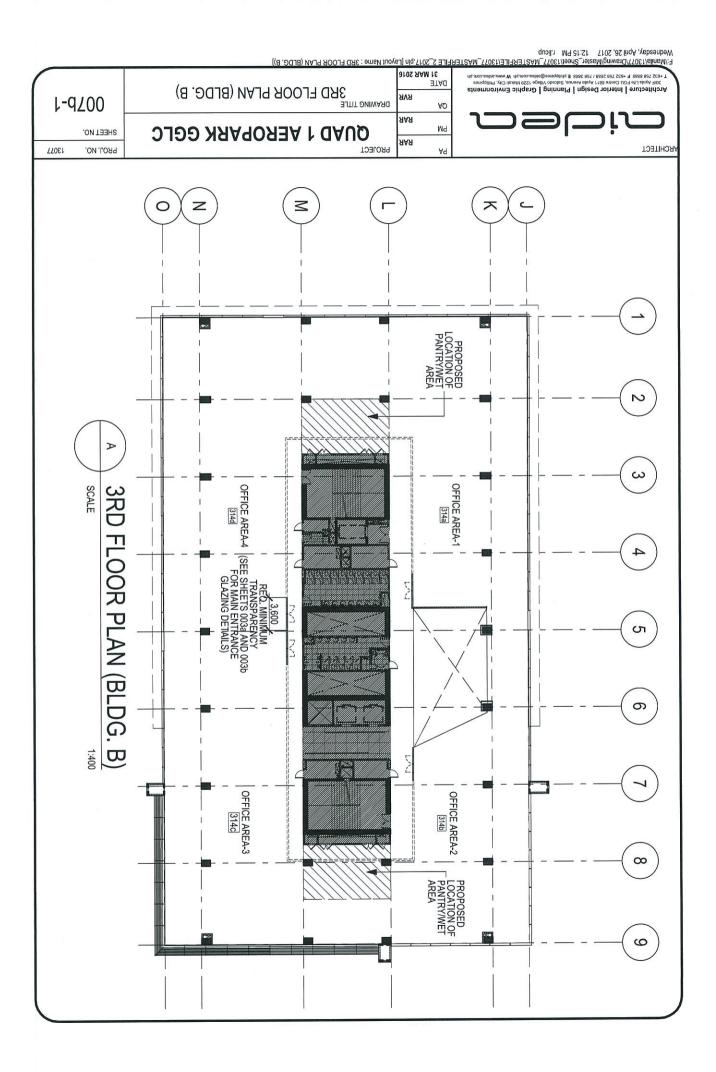


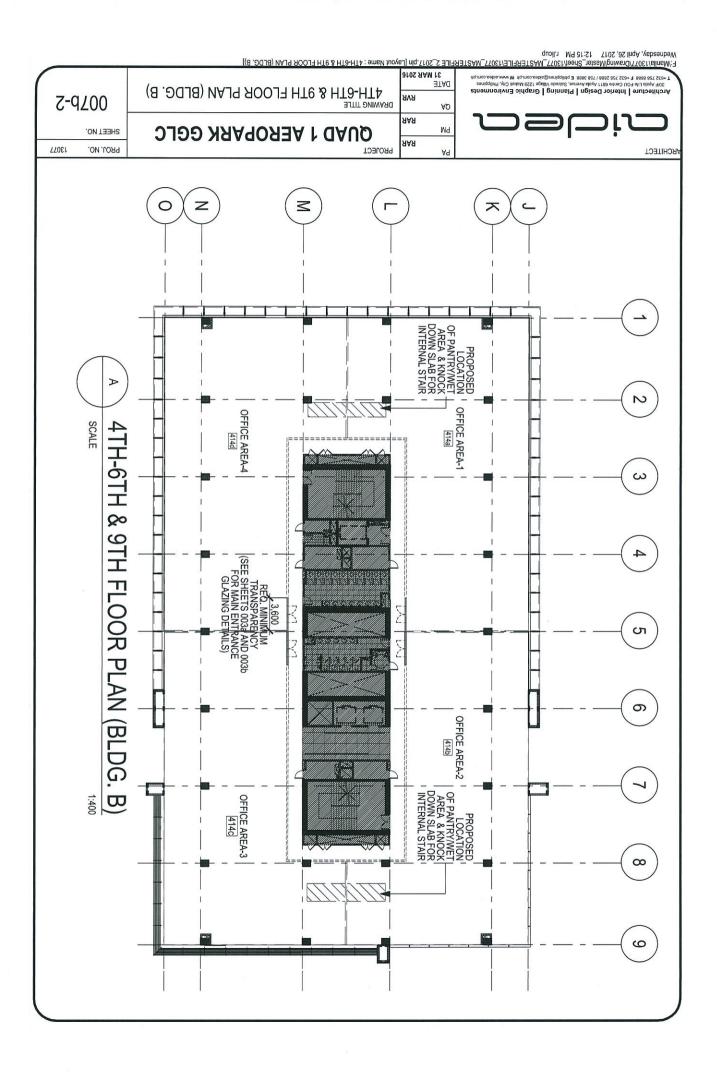


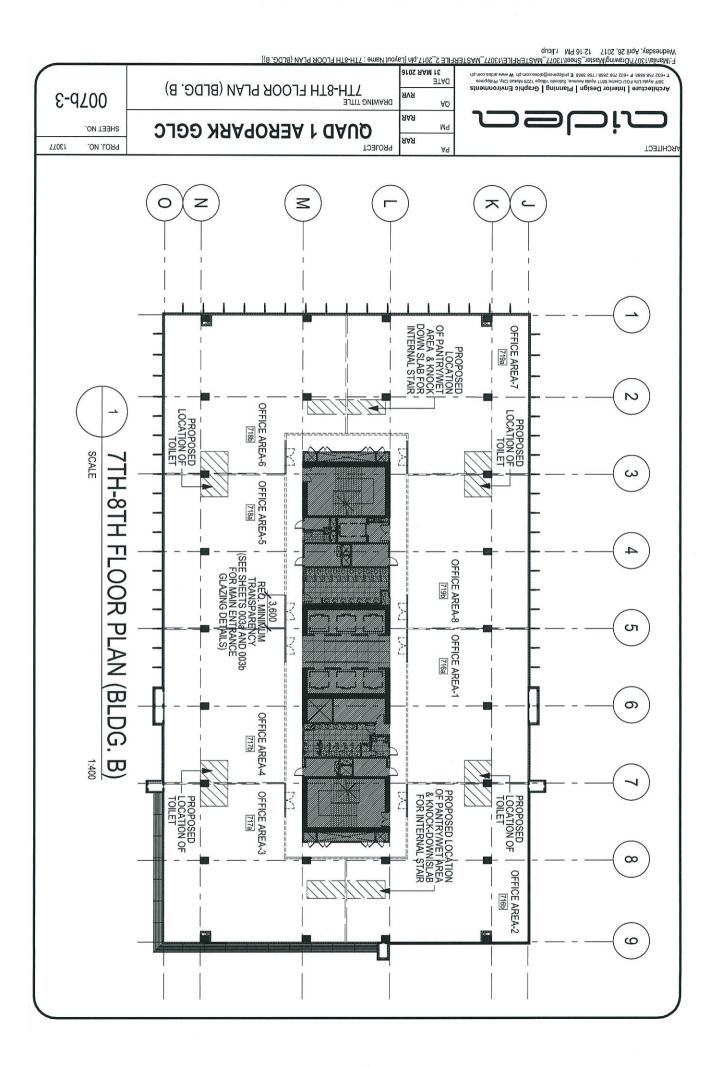


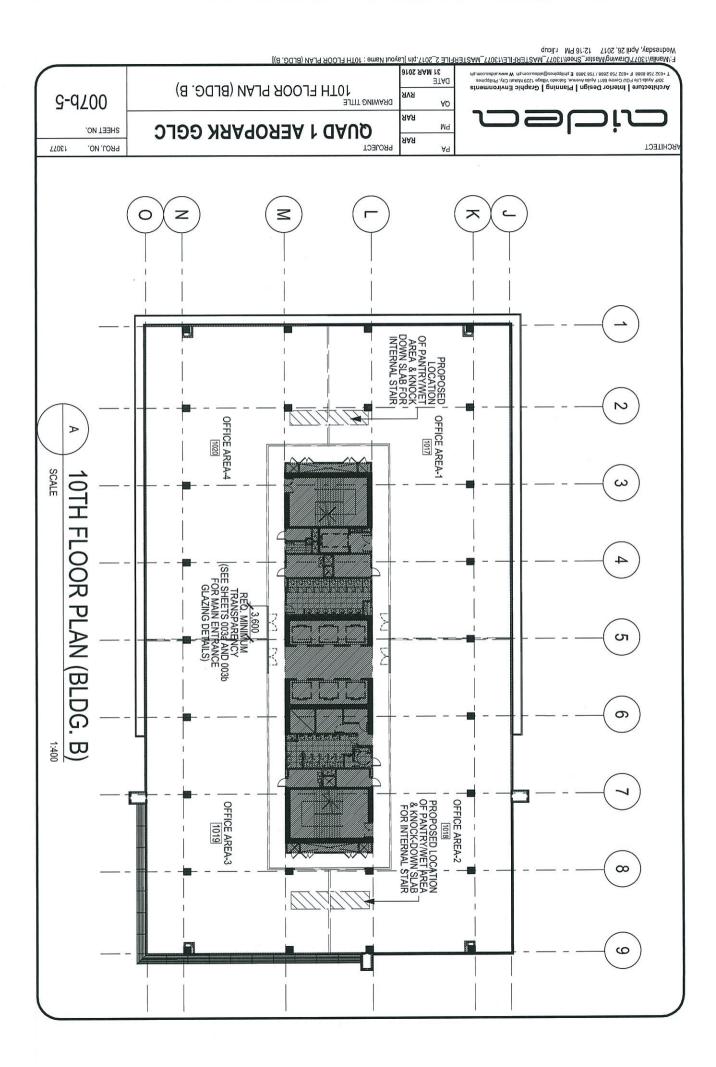


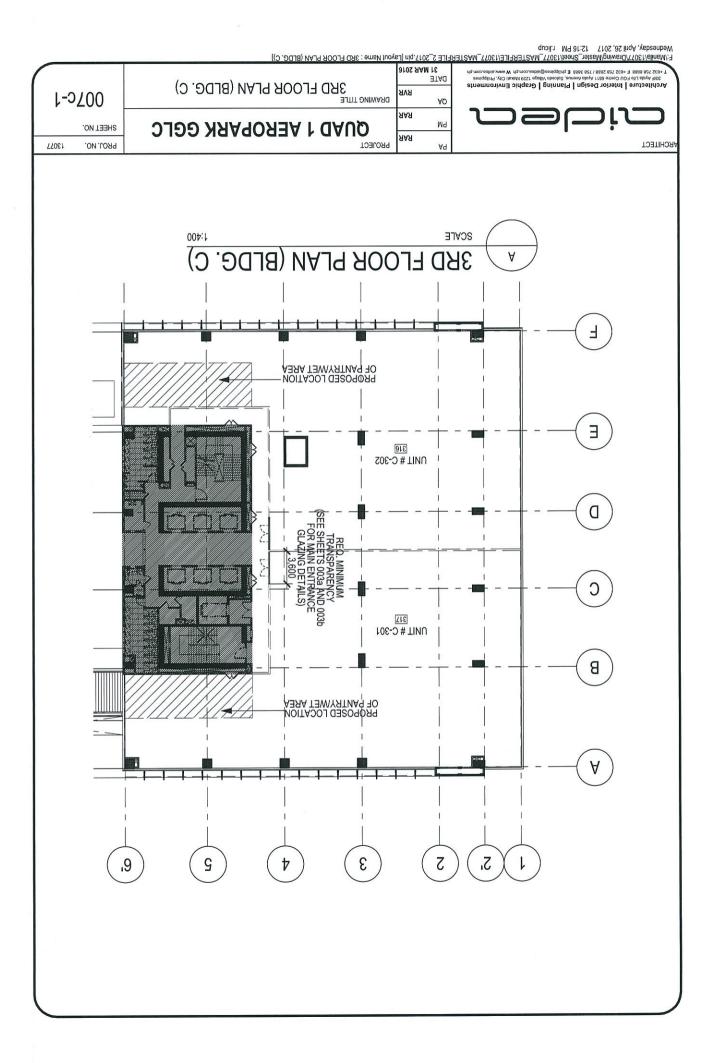


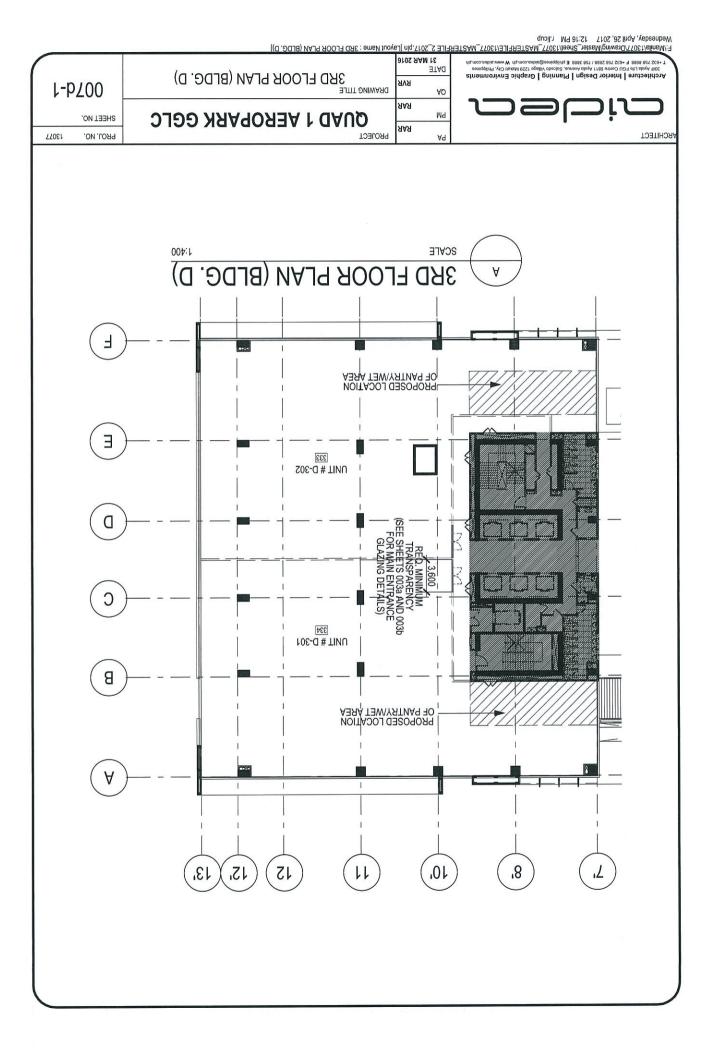


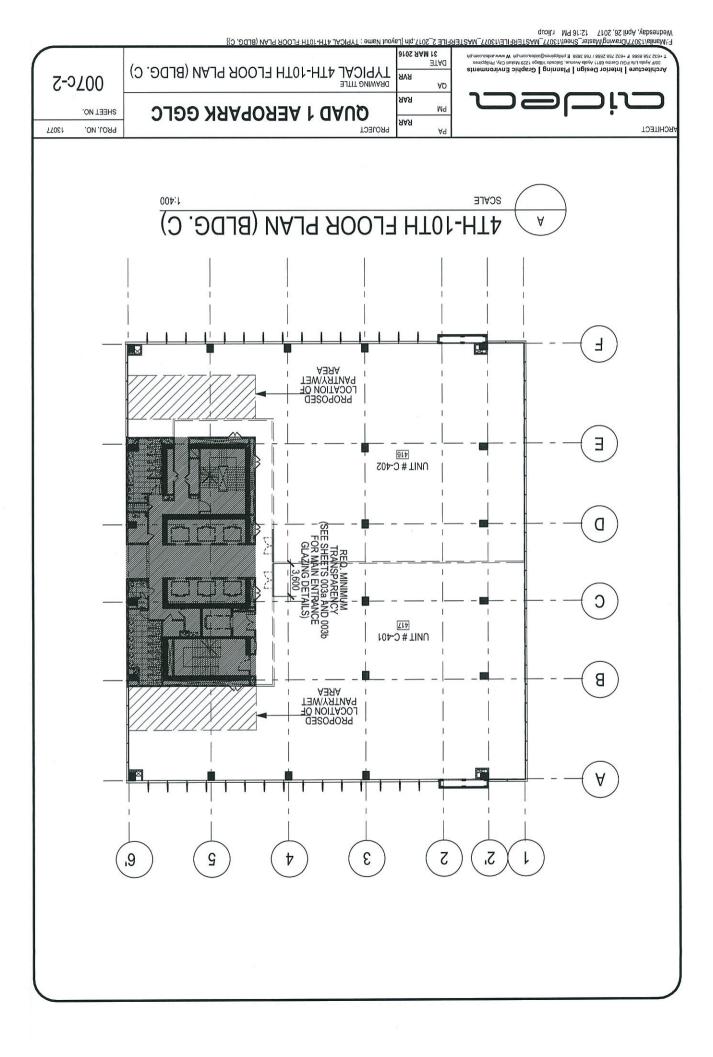


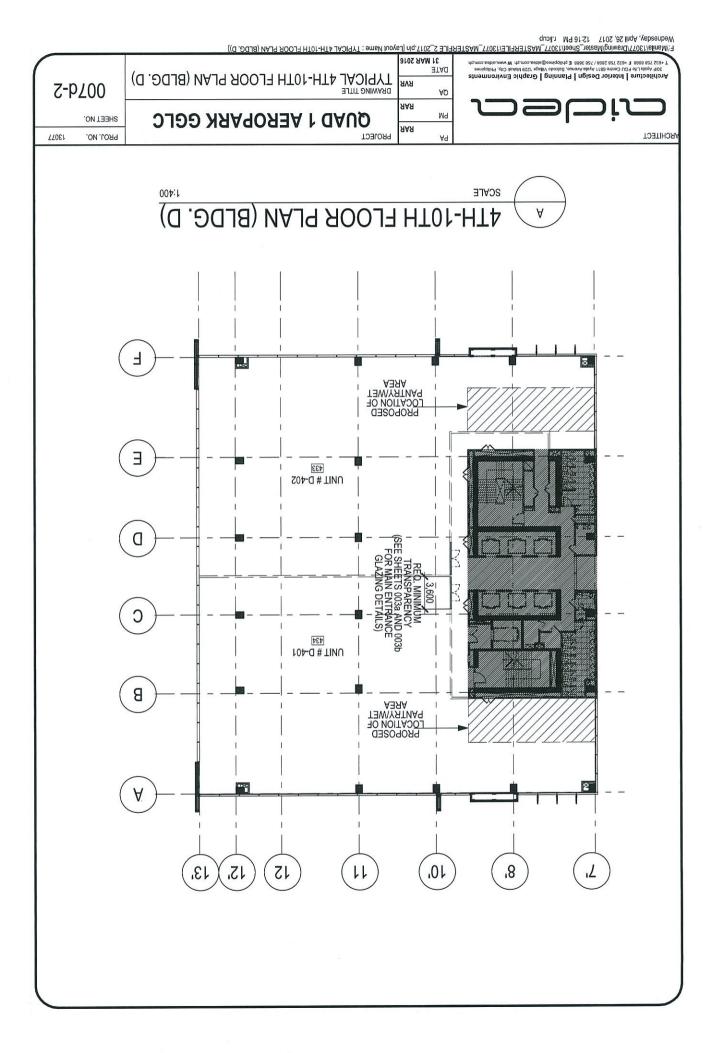


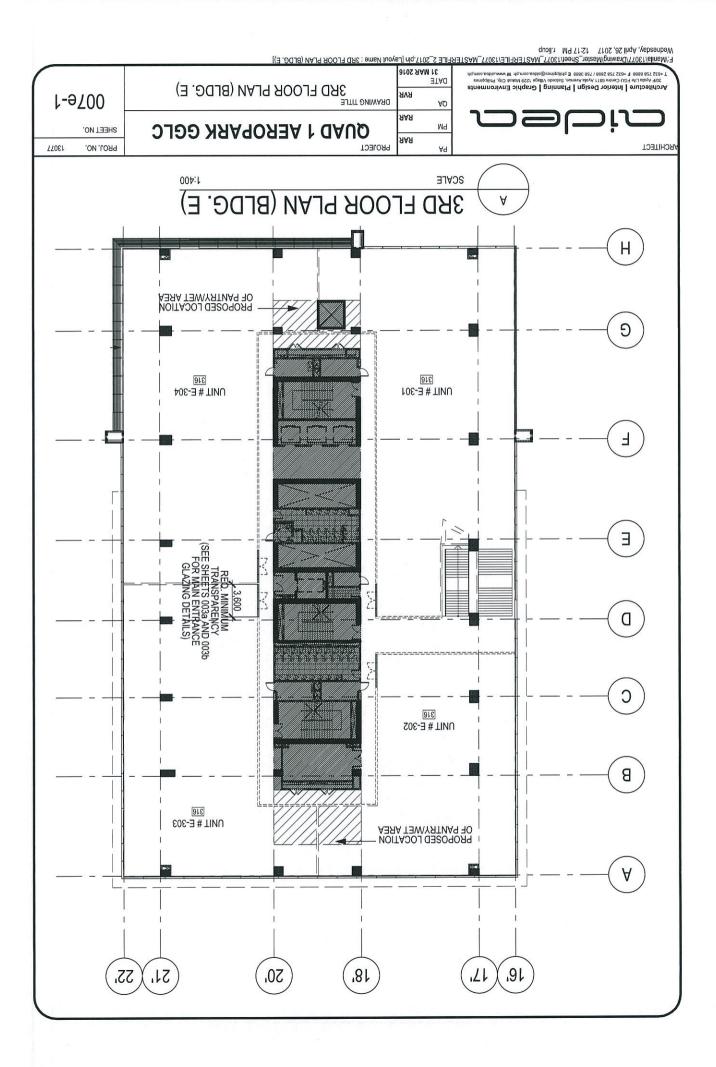


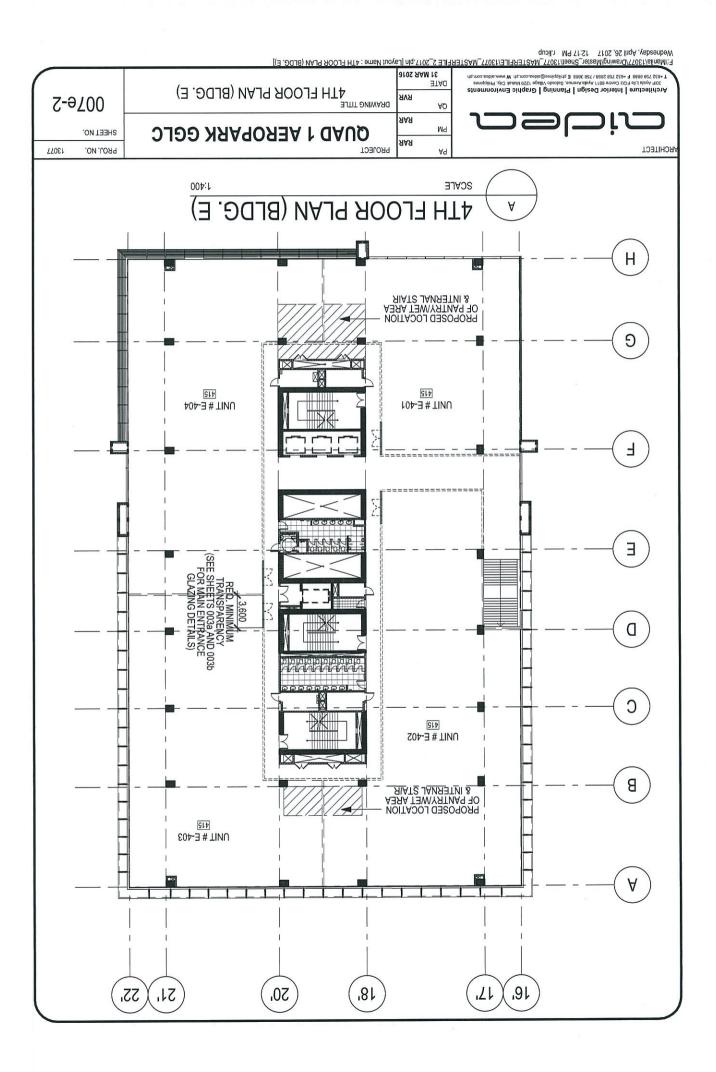


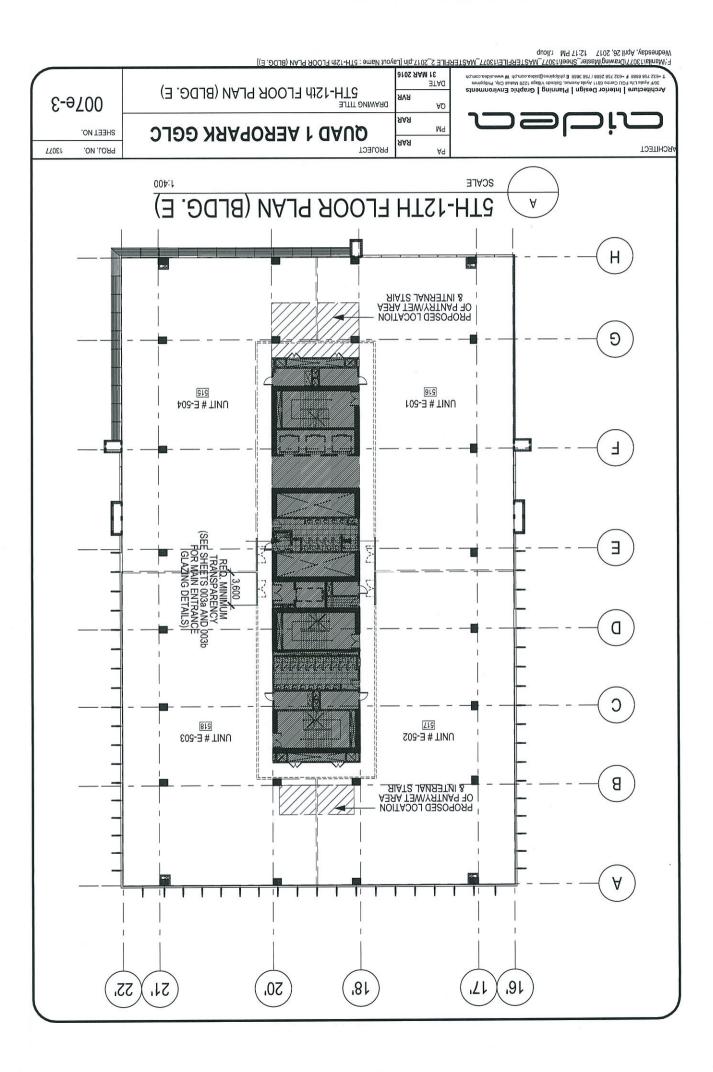


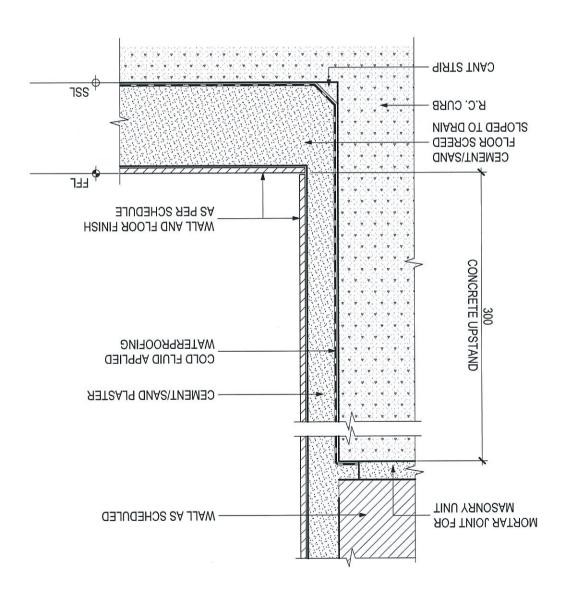














TYP. TOILET WATERPROOFING DETAIL

F://Manila/1307/7/Drawing/Master_Sheef/13077_MASTERFILE?_2017.pln (Layout Name : TYPICAL TOILET WATERPROOFING)
Wednesday, April 26, 2017 12:17 PM 1.1icup

