



# ETON CENTRIS

## CONSTRUCTION FIT-OUT GUIDELINES & HOUSE RULES & REGULATIONS

### 1 HANDOVER OF LEASED PREMISES

- 1.1. Handover shall only be done upon completion of pre-handover requirements by the tenant.
- 1.2. During the handover, Lessee is required to have their designer and /or contractor present. Tenant must conduct actual verification of areas, site conditions, utilities provision, etc. These shall be the basis for the production of construction drawings.
- 1.3. Initial reading of the utility meter shall be indicated on the turnover form to be used as reference for future utility billings.
- 1.4. Both the Lessee and Lessor represent shall confirm handover of the leased premises thru the handover form.
- 1.5. Upon handover of the leased area, Lessee shall be responsible for leased premises upkeep, cleanliness, and security once taken over. The Lessor and the Eton Centris Property Management Office (EC PMO) shall not be held liable for any damage to the leased area after acceptance by the Lessee.

### 2 DESIGN & TECHNICAL BRIEFING

- 2.1 EC PMO shall inform or notify the tenant with regard to the schedule of the Design and Technical Briefing (DTB) wherein the tenant or its authorized representative and its nominated contractors are required to attend.
- 2.2 During the DTB, the Design and Fit-Out Guidelines shall be discussed with the tenant in detail, including technical provisions, etc.

### 3 PRE-FITOUT REQUIREMENTS

Lessee must fully comply with the pre-construction requirements as follows (refer to Pre-Fitout Checklist, Annex I):



- 3.1 Construction Plans - an advance copy (4 sets A3 size, signed and sealed) shall be submitted for initial review for EC PMO. All comments and notations on the initial shall be considered and incorporated in the final submission.
- 3.2 20 x 30 blueprints, signed and sealed by respective designer; 4 sets for EC PMO & 6 sets for Building Permit Application.
  - 3.2.1 Architectural
  - 3.2.2 Signage
  - 3.2.3 Electrical
  - 3.2.4 Air-conditioning and Ventilation
  - 3.2.5 Fire Protection (Mechanical)
  - 3.2.6 Gas (Mechanical)
  - 3.2.7 Sanitary/Plumbing
  - 3.2.8 Fire Detection and Alarm System
  - 3.2.9 Auxiliary – telco, POS, CCTV, etc.
  - 3.2.10 Board-up
  - 3.2.11 Others, please specify
    - Review of construction of plans shall be a maximum of ten (10) working days.
- 3.3 Applicable government permits
- 3.4 Construction All Risk Insurance – tenant shall secure the insurance policy from the authorized insurance agency of the landlord (Allied Bank Insurance-Minimum of Php 500,000.00 coverage).
- 3.5 Construction schedule.
- 3.6 Tenant's official endorsement of contractor/s
- 3.7 Contractor/s Information Sheet, including list of workers and respective ID picture
- 3.8 Eton Centris Contractor's ID. Charged at Php 50 each.
- 3.9 Attendance of Safety Seminar and Pre-fitout Briefing



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#### **4 NOTICE TO PROCEED WITH FITOUT**

- 4.1 Upon completion of Pre-Fitout Checklist, EC PMO shall issue a Notice to Proceed with Fitout (NTP).
- 4.2 No delivery, mobilization and actual construction shall be allowed without the NTP.

#### **5 EXECUTION OF FIT-OUT**

##### **5.1 FITOUT SUPERVISION**

A Project Engineer or Project-in-Charge shall be present while fitout works is ongoing. EC PMO shall have the right to suspend any fitout work if there is no PE or PIC onsite.

##### **5.2 CONSTRUCTION WORKERS**

5.2.1 The tenant shall be responsible in the conduct, discipline of their contractors and construction workers.

5.2.2 Only construction workers who have undergone the Safety Briefing shall be allowed to work in the leased premises.

5.2.3 Identification cards must be worn at all times while inside the Building/Complex. We strictly implement no ID no Entry policy.

5.2.4 All construction workers must wear uniform with contractor's name and logo, long pants and safety shoes. Workers must wear harness to complete Personal Protective Equipment (PPE) at all times.

5.2.5 Sleeveless shirts, short pants, sandals or slippers and the like are prohibited. Those not properly attired shall not be allowed to enter the Eton Centris premises.

5.2.6 Drugs, liquors or intoxicating drinks not allowed.

5.2.7 Carrying of deadly weapons.

5.2.8 Gambling, loitering, littering and smoking inside the job site not allowed.

5.2.9 Bathing or washing clothes

5.2.10 Bringing in pets or game animals



5.2.11 Shouting, use of indecent words, creating public disturbance are strictly prohibited.

5.2.12 Sleeping within the premises is prohibited.

5.2.13 Observe all security and safety measures.

### 5.3 WORK PERMIT

5.3.1 Only the personnel authorized by the tenant in the Contractor's Information Sheet shall be allowed to sign the WP.

5.3.2 No work shall be allowed without an approved Eton Centris Work Permit (WP, Annex II. These forms are available from the EC PMO.

5.3.3 Tenant must specify detailed scope of works to be done in a specific period of time.

5.3.4 The current approved WP must be displayed conspicuously on the access door of the fitout area.

5.3.5 Scope of works specified in the permit, but not reflected in the approved plans shall not be cleared for implementation.

5.3.6 Hot works shall be covered by a separate permit, HOT WORKS PERMIT (Annex II).

### 5.4 FITOUT HOURS

5.4.1 Fitout hours shall be as follows:

PROPERTY	WORKING HOURS
CENTRIS WALK EXPANSION	24 hours; Upon approval of PMO
CENTRIS WALK	11:00pm to 7:00am
CENTRIS STATION	10:00pm to 6:00am
CYBERPOD EXISTING OFFICES	For verification
CYBEROD FIVE	24 hours; Upon approval of PMO



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5.4.2 To expedite construction, working hours may be extended provided such written request is submitted to Property Management Office two (2) days before intended overtime work.

5.4.3 Major works shall be carried out in the abovementioned hours. Minor works, however, may be allowed outside the designated fitout hours subject to prior approval of EC PMO.

### Major Works

- Major Carpentry Work (heavy hammering, drilling etc.)
- Demolition
- Spray Painting
- Welding Electrical Testing
- Sanding
- All other works which disturb operations of adjacent spaces and which endanger the safety of the building and its occupants.

### Minor Works

- Minor Carpentry Work
- Masonry works, without chipping works
- Electrical layout

## 5.5 ACCESS TO THE LEASED PREMISES

5.5.1 Only workers indicated in the WP and with proper uniform, ID and PPE shall be allowed to the premises.

5.5.2 The landlord and/or EC PMO shall have the right to enter and inspect the leased premises at all times.

## 5.6 DELIVERY, TRANSPORT AND PULL-OUT OF CONSTRUCTION MATERIALS

5.6.1 Delivery and pull out of construction materials are as follows:

PROPERTY	SCHEDULE	WORKING HOURS
CYBERPOD FIVE	Monday to Sunday	11:00am to 5:00am

5.6.2 The contractor or his representative shall secure a Gate Pass



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(GP) from the EC PMO. No delivery or pull-out shall be allowed without the approved Gate Pass.

- 5.6.3 The contractor, workers/employees or any third party involved should exercise reasonable care as not to damage the elevators, public area, hallways, walls, partitions, service doors, entrances or any other interior or exterior of the Eton Centris premises during transport of materials, supplies, furniture, etc.
- 5.6.4 Sand, gravel, cement and the like must be delivered in sacks.
- 5.6.5 All deliveries shall immediately be brought to the construction site.
- 5.6.6 Deliveries shall not be received by the building guard or any of the building personnel. An assigned representative of the contractor should be present to receive all the deliveries.
- 5.6.7 Observe designated loading and unloading areas (Annex III).
- 5.7 FITOUT INSPECTION AND COORDINATION
  - 5.7.1 EC Security and Technical Personnel shall conduct a regular inspection of the fitout area.
  - 5.7.2 A whole set of the landlord-approved fitout plans must be available at the site at all times.
  - 5.7.3 A joint inspection of the fitout area must be done at 30%, 50% , 70% and 100% completion of fitout works. The tenant's Project Engineer or Project-in-Charge must be present during these inspections.
  - 5.7.4 A coordination meeting attended by EC PMO and tenant's Technical Team must be conducted weekly.
- 5.8 SECURITY & SAFETY
  - 5.8.1 A designated Safety Officer must be present in the fitout area at all times.
  - 5.8.2 Leased area under fitout must be covered by a security personnel 24/7 or all throughout the fitout works.
  - 5.8.3 Tenant must engage the services of the EC PMO's accredited security service provider. However, the agreement including payments shall be directly between the tenant and the said service provider.
  - 5.8.4 Two (2) units minimum – 10 lb. ABC Type Extinguishers must be present within the work area at all times.
  - 5.8.5 A fire watch must be assigned and present during welding and/or gas cutting works. After hot work is done, a cool off



period should be strictly observed. The approved HOT WORK PERMIT shall be signed off by the EC PMO Building Engineer after the cool off period.

- 5.8.6 Smoking and cooking within the construction site are strictly prohibited.
- 5.8.7 Water supply and distribution facilities for firefighting purposes shall be provided and maintained in the construction site in accordance with the Local Fire Code.
- 5.8.8 Storing of Combustible Materials at site is strictly prohibited.
- 5.8.9 Construction site/area is required to have pilot light for inspection purposes.
- 5.8.10 Construction door access should have glass for inspection monitoring.
- 5.8.11 Construction door access should be swing in to the leased area to minimize the hazard.
- 5.8.12 Safety materials and equipment such as construction nets, sheeting, shoring, etc. shall be provided whenever necessary.
- 5.9 TAPPING OF UTILITIES
  - 5.9.1 Tapping of electrical, mechanical fire protection and plumbing utilities must be done in coordination with the Eton Centris Property Management Office.
  - 5.9.2 All utility provisions to be utilized by Contractor should be sub-metered.
  - 5.9.3 Tenant must present their calibrated kwh meter and water meter to the EC PMO prior installation to the construction site. This is to verify the actual data of the utility metered based on its calibration certificate.
- 5.10 HOUSEKEEPING AND SANITATION
  - 5.10.1 Work areas, as well as the common areas must, be kept clean and free from foul odor.
  - 5.10.2 Garbage and construction debris must not be placed outside the leased area. This must be hauled by the contractor out of the building every night.
  - 5.10.3 Urinating, excreting or vomiting within the leased premises and Eton Centris common area are strictly prohibited. A Contractor's toilets shall be designated.
- 5.11 MEDICAL FACILITIES

5.11.1 First Aid Kits must be provided by each CONTRACTOR at the construction site for the use in case of emergency.

**5.12 OBSTRUCTION**

5.12.1 Work will not be permitted outside the WORKING AREA.

5.12.2 Construction materials will NOT be allowed to lie outside the leased space or in any other common area of the building.

**5.13 DAMAGES**

5.13.1 The TENANT shall be responsible for any damages incurred resulting from the construction of the space. Likewise, death and injuries within the premises shall be the Tenant's sole responsibility.

**5.14 POST FIT-OUT REQUIREMENTS**

5.14.1 Inspection, Testing and Commissioning

5.14.2 Tenant's contractor shall submit a written request at least two (2) days in advance to the EC PMO to witness the following Testing and Commissioning:

- Permanent closure of ceiling
- Aircon leak test/Chilled water line test
- Gas line
- Fire Protection
- Smoke test
- Flood test
- Flow test for Sanitary/Plumbing piping
- Insulation resistance test

5.14.3 These tests shall form part of the post-fitout requirements.

**5.15 Final Inspection of Tenant's space**

5.15.1 Tenant shall advise Property Management of the final inspection schedule of the tenant's premises for approval prior store operations.

5.15.2 Any non-compliance or irregularities identified in the final inspection checklist will have to be rectified by the tenant or tenant's contractor to the satisfaction of the landlord/ECPMO.



5.15.3 Lessor reserves the right to enforce action in accordance with the terms of Fit-Out violations and will assume rectification and reserves the right to forfeit the tenant's construction bond.

**5.16 Pre-Operation**

5.16.1 Tenants must fully comply with the following Pre-Operation requirements:

- Fitout Completion Clearance
- As-built plans
- Signed and Sealed as-built plans
- 2 sets of 20 x 30 blueprints
- 1 set A3 size
- Electronic file (CAD format)
- Testing and Commissioning Results
- Operating Permits (from the LGU, other government agencies)
- Submission of CGLI and Fire Insurance

5.16.2 A Notice to Operate (NTO) shall be issued only upon FULL COMPLIANCE to the Pre-Operation Checklist.

5.16.3 Store opening will not be allowed without the NTO.

5.16.4 EC PMO has the right to close the store if found to be operating without the NTO.

**5.17 CONSTRUCTION BOND REFUND**

5.17.1 Tenant must submit a formal request for release of construction bond upon full compliance to the post-fitout checklist.

5.17.2 EC PMO after ascertaining that no damage has been done to the common areas and other areas affected by the fit-out work and all post-fitout requirements have been complied with, shall recommend for the RELEASE OF CONSTRUCTION BOND (interest free) within a reasonable time.

**5.18 PENALTIES AND VIOLATION**

5.18.1 The security personnel on duty is given authority to issue violation slip (refer to Annex IV) to workers who violate these Construction Guidelines & House Rules.



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5.18.2 Monetary penalties shall be imposed for violations and/or non-compliance with the above guidelines:

- |                     |   |
|---------------------|---|
| First Offense       | - Php 1,000 and suspension of work Permit for 1 day   |
| Second Offense      | - Php 2,000 and suspension of work Permit for 2 days  |
| Third Offense       | - Php 5,000 and suspension of work Permit 3 days  |
| Succeeding Offenses | - Penalty will double for every succeeding offense and suspension of work permit for 5 days |



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**CONSTRUCTION FIT-OUT GUIDELINES and HOUSE RULES & REGULATIONS**

**CONFORME:**

\_\_\_\_\_  
OWNER / TENANT'S REPRESENTATIVE  
(SIGNATURE OVERPRINTED NAME)

\_\_\_\_\_  
TENANT NAME

\_\_\_\_\_  
DATE

**CENTRIS**  
**ETON PROPERTIES PHILIPPINES, INC.**



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ANNEX I-PRE-FITOUT REQUIREMENTS



ETON PROPERTIES PHILIPPINES INC  
12/F ALLIED BANK CENTER, 6754 AYALA AVENUE MAKATI CITY  
Tel. 750-5913

PRE-FITOUT REQUIREMENTS

TENANT NAME :  
SPACE CODE :

DATE: / /

A. LEASING		SUBMISSION CERTIFIED BY	DATE COMPLIED
1. Conformed Award Notice			
2. Signed Lease Contract			
3. Submission of the Following:			
a.	Mayors Permit		
b.	SEC Registration		
c.	DTI		
d.	Franchise Agreement		
e.	Board Resolution for Authorized Signatory		
f.	Articles of Incorporation		
g.	Others		
B. ACCOUNTING			
1. Security Deposit	Amt: O.R.#:		
2. Construction Bond	Amt: O.R.#:		
3. Electric Meter Deposit	Amt: O.R.#:		
4. Advance Rent (plus VAT)	Amt: O.R.#:		
5. Others (If Any)			
C. TENANT CONSTRUCTION			
1. Submission and Approval of Store Perspective (15"X20" illustration board)			
2. Submission of (1 set) A3 drawings Architectural signed & sealed for plan review. Drawing must be in readable scales. To be submitted at head office addressed to Ar. Uly Paredes - Retail Architect			
3. Submission of 20"X30" Working Drawings (4 sets-EC PMO; 6 sets-Building Permit Application)	Approved Disapproved		
3-1 Architectural (6 sets BPA; 2 sets A3 size)			
3-2 Signage (6 sets BPA; 2 sets A3 size colored)			
3-3 Structural and Load Analysis			
3-4 Electrical			
3-5 Mechanical - Air Con			
3-6 Mechanical - Exhaust			
3-7 Mechanical - Gas			
3-8 Sanitary / Plumbing			
3-9 Sprinkler			
3-10 Others			
4. Government Permits			
4-1 Building Permit	Permit #:		
4-2 Electrical Permit	Permit #:		
4-3 Structural Permit	Permit #:		
4-4 Fire Pro. Permit	Permit #:		
4-5 Sanitary / Plumbing Permit	Permit #:		
4-6 Signage Permit	Permit #:		
5. Submission of CARI min Php500,000.00			
• From Allied Bank			
5-1 O.R. Number and date of coverage			
5-3 Policy Number			
6. Submission of Authorized Signatory			
7. Submission of Emergency Information Sheet			
8. Min. of 2 units ABC type fire extinguisher			

This portion for Eton Centris Property Management Office use only.  
Recommend issuance of Notice to Proceed with Fitout:

Property Management

Date

Property Management

Date





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ANNEX III-LOADING & UNLOADING AREA





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ANNEX IV: VIOLATION TICKET

**VIOLATIONS CITATION TICKET**  
ETON PROPERTIES PHILIPPINES, INC.

Issued to:

Tenant / Name of Contractor:

Date of Inspection :

Time :

VIOLATION DESCRIPTION	CHECK BOX	REMARKS
Tarpaulin design installed at board up a. Not fully stretched b. Board up is not fully covered by tarpaulin		
No Project Engineer (PE) or Project-In-Charge (PIC) present on site during construction period		
Entering leased premises without Identification Card		
Workers not wearing proper attire & incomplete Personal Protective Equipment (PPE)		
Violation of provisions under Construction Workers		
Performing construction activities without approved work permit		
Violating fit out hours approved by the Eton Centris Property Management Office (EC PMO)		
Delivery/Pull-out of materials without approved Gate pass from EC PMO		
No approved construction drawings available on site		
Performing construction activities without fire extinguisher		
Illegal tapping of electrical and water line		
Violation of provisions under Safety & Security		
Violation of provisions under Housekeeping & Sanitation		
Performing construction activities without medical facilities		
Doing noisy works beyond the approved window time		
Obstruction to common areas		
Damages to EPPI Property, common area and facilities		

PENALTIES & SANCTIONS	
FIRST OFFENSE	Php 1,000.00 and suspension of work permit
SECOND OFFENSE	Php 2,000.00 and suspension of work permit
THIRD OFFENSE	Php 5,000.00 and suspension of work permit
FOURTH OFFENSE	Penalty will double for every succeeding offense

NUMBER OF VIOLATIONS

TOTAL FINES DUE TO VIOLATIONS

Inspected / Evaluated by:

Acknowledged as correct and true:

EPPI – Eton Centris Property Management  
Signature over Printed Name

Contractor or Construction Manager  
Signature over Printed Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_