

## MAJOR FIT-OUT/RENOVATION CHECKLIST

Please accomplish the following prior to the issuance of Notice to Proceed and Work Permit:

- Submission of Two (3) complete sets of construction drawings in 20"x30" size plans, signed by the unit owner and the respective engineering/architectural designers, with specifications of the following, whichever is applicable:

*Submission of plans is from 8:00AM to 12:00NN, 1:00PM to 6:36PM only (Monday to Friday).*

- Office/Unit Layout Plan
- Electrical Plan
- Mechanical Plan
- Plumbing/Sanitary Plan
- Communication Plan/Telephone lay-out
- Interior Design
- Fire Protection system (smoke detectors, sprinklers, etc.)
- Any other plan that may be applicable

- Submission of a copy of the contract between the Unit Owner and contractor with the following details:

- Scope of works and schedule of completion
- Bill of Materials and Cost Estimates
- Specifications of materials
- Calendar Schedules
- Payment of Vetting Fee/Plan Evaluation amounting to Php \_\_\_\_\_ (Non-Refundable)

- Payment for the following (*Upon Approval of the Plan or drawing*) :

- Construction Bond amounting to Php \_\_\_\_\_ (Refundable)
- Monitoring / Supervision of Works Fee amounting to Php \_\_\_\_\_ (Non-Refundable)

- Secure insurance

- Comprehensive General Liability Insurance

- Submission of list of construction workers with the following requirements (*Upon Issuance of Notice To Proceed*):

- Filled-up I.D. Application Form
  - Copy of Gov't Issued I.D or Company I.D.
  - Two (2) 1"x1" ID pictures of each worker
  - Barangay Clearance of each worker\*
  - NBI/Police Clearance of each worker\*
- \*NOTE: No need to submit Barangay Clearance or NBI/Police Clearance if company I.D. was provided*

- Attend Technical Coordination Meeting for the following:

- Discussion of the plans (Notations/Annotations)
- Construction/Fit-out Guidelines (Violations, Penalty and others)
- Covering of the unit's windows while fit-out works are ongoing
- Provision of First Aid Kit and Medicine
- Provision of minimum 2 ABC Type Fire Extinguishers, with PS Mark, with tag for reference of last refill or service
- Submit conformed Alteration Agreement

\_\_\_\_\_  
Signature over printed name of  
**Unit Owner**

\_\_\_\_\_  
Signature over printed name of  
**Building Manager**