

**ROBINSONS SUMMIT CENTER CONDOMINIUM CORPORATION**

6783 Ayala Avenue Makati City

(02) 893-2846

**WORK PERMIT**

Bldg. Form: 18-001

WP No.: \_\_\_\_\_

☐ New Construction ☐ Renovation ☐ Repair ☐ Others: \_\_\_\_\_

Tenant: \_\_\_\_\_

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

Authorized Representative: \_\_\_\_\_

Location: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Date Covered (From - To): \_\_\_\_\_

Time Covered (From - to): \_\_\_\_\_

SCOPE OF WORK	LIST OF PERSONNEL
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
<i>To be approved by Building Administration only.</i>	
<b>OTHER DETAILS</b>	
1. Settle payment for Construction Bond and other fees.	
2. Secure CARI before commencement of work.	
3. Refer to Building House Rules & Construction Guidelines.	
4. Tenant shall be responsible for any damage caused by their contractors during the project.	
5. _____	
6. _____	
7. _____	
8. _____	
9. _____	
10. _____	
<i>Use additional form for additional personnel.</i>	

Note: Above-named personnel are required to attend the orientation seminar. The personnel should always confine themselves within the designated work area. If the Tenant/Contractor violates or fails to comply with the House Rules and Regulations, Tenant Fit-out and Construction Guidelines, or other company rules and regulations, RSCCC reserves the right to provide sanctions and/or penalize the Tenant and/or cancel or put on hold the work being done.

**GENERAL REMINDERS:**

1. Always wear ID and uniform upon entry and while within the Building premises.
2. Abide by RSC Construction Guidelines and House Rules & Regulations.
3. Use proper Personal Protective Equipment (PPE).
4. Use Lock-out/Tag-out (LOTO) when working with electrical equipment.
5. Provide adequate ventilation for the work area.
6. Install appropriate safety warning signs.
7. Provide Fire Extinguishers.
8. Do not block access to panel boards, junctions or pullboxes.
9. Use anti-spark tools. Lighter, matches or any tool that produces spark/fire shall not be allowed.
10. Apply for Hot Works Permit for scopes requiring welding machine, oxyacetylene & other fire hazard devices.
11. Do not use electrical conduits as means of support or extension of welding machine grounding electrodes.
12. Do not cut, use or remove vital members of the Building framework.
13. Do not bore holes through floors or any part of building structure that may affect the structure's stability.
14. Cover motors, panels, starters, conduit etc. against liquids or welding sparks.
15. Shield area from welding sparks, falling objects, dirt, etc.
16. Remove flammable materials and dangerous chemicals from immediate vicinity.
17. Clean up the work area and dispose off debris at least once a day.
18. Assign a Safety Officer/watchman during work hours.
19. Bringing in of cigarette, alcoholic beverages, illegal substances, gambling materials, and/or deadly weapons of any kind in the work area or any part of the Building is strictly prohibited. **Anyone who has in his/her possession any prohibited item upon inspection of the Building Security personnel shall not be allowed to enter the Building. Anyone caught for the second time shall be banned from entering the Building (for a minimum of one year). Any person who is caught inside the Building with the prohibited item will be banned from entering the Building (for a minimum of one year).**
20. No smoking, littering, and loitering while inside the work area or any part of Building.
21. No cooking, gambling or drinking of alcoholic beverages within the work area.

Requested by: \_\_\_\_\_

Noted by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Verified by: \_\_\_\_\_

\_\_\_\_\_  
Tenant's Authorized Representative  
(Sign over printed name)\_\_\_\_\_  
Building Engineer | Building Manager\_\_\_\_\_  
Security Officer-in-Charge  
(OIC)

\*\*\*Accomplish this form in four (4) copies with original signature