

# WORK PERMIT

☐ Fit-out Work Permit 
 ☐ Hot Work Permit 
 ☐ Overtime Work Permit 
 CN: \_\_\_\_\_

<b>UNIT OWNER</b>		<b>LEVEL/UNIT NO.:</b>	
<b>DATE Filed:</b>	<b>Date of Work :</b>	<b>TIME (from):</b>	<b>(to):</b>
<b>WORK TO BE DONE</b>			
( ) Construction, Renovation, Repair, Installation ( ) Aircon ( ) Carpentry ( ) Electrical ( ) Plumbing ( ) Others			
<b>PERSONNEL TO BE ADMITTED INTO THE PREMISES</b>			
Project Supervisor:		Contact No.:	
Name of Contractor/Company:			
Office Contact No.:			
Name of Personnel:			
1	6		
2	7		
3	8		
4	9		
5	10		
<b>LIST OF POWER TOOLS</b>			
Equipment/Tools	Quantity	Characteristic	
Fire Watchman:		Welder:	
Oxy-Acetylene Welder:			
Prepared by: _____ (Contractor)		Designation/Contact No.	
I hereby certify that all works to be done within the duration of this permit will be in accordance with the HOUSE RULES/CONSTRUCTION GUIDELINES set by Base Line Center.			
Owner/Tenant Representative: _____ <div style="text-align: center;">Signature over printed name</div>			
<b>APPROVED BY:</b>			
Property Manager			
Note:			
Approved work permit received by:		Date received:	
Signature over printed name			
Inspected by:		Inspected by:	
Guard on duty		Property Manager/Bldg Engineer	
To record workers time of entry/exit & equipment logbook		(For inspection the following morning)	

Accomplish this form in two (3) copies: (1) Property Management Office Copy (3) Guard's Copy (2) Owner's Copy  
 HOT WORK PERMIT should be filed everyday for the whole duration of the work.

## TERMS AND CONDITIONS

1. Dedicated fire watch must be at job site 30 minutes before and after scheduled hot work. At least one (1) 20 lb. ABC fire extinguisher should be available at the work area.
2. There should be no combustible materials and if there are, they should be covered with metal sheet or non-combustible cover. Appropriate ventilation should be provided when working with flammable gas.
3. All works to be done shall not cause damage to exceed utility capacities of the unit or building and shall comply with pertinent government and safety regulations in accordance with the Vertex Central House Rules and Regulations and Fit-out Guidelines.
4. Painting or spraying shall be done when building is non-operational and airconditioning is off. The Property Manager has the right to confiscate the materials and equipment which are used for painting or spraying.
5. Any work to be done that affects the adjacent tenants/common areas would be subjected for work stoppage.
6. If the Contractor/workers choose/continue to defy, the Property Manager have the right to order work stoppage and to confiscate materials or equipment to effect.
7. Tampering of Work Permits will automatically render the work permit void.
8. Damages caused by construction works or any procedures of the like will not render Vertex Central liable.
9. Any person who shall be caught smoking, gambling or violating within the building construction area shall be banned entry to the building and shall be fined as specified in the Construction Guidelines.
10. Use of common utility has corresponding charges to be determined by the Property Manager.
11. NO WORK on Sundays and Holidays.

CC : ADMIN, GUARD & UNIT OWNER/CONTRACTOR