

WORK PERMIT

WP #: _____

Tenant	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Location/Floor/Unit#	<input style="width: 95%;" type="text"/>	Nature of Work:	
Name of Contractor	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Civil/Carpentry/Repainting	<input type="checkbox"/> Electrical
Person in-charge	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Communications	<input type="checkbox"/> Mechanical
Telephone Nos.	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Others, pls. specify _____	
Work Schedule:			
	Start	End	
Date	<input style="width: 95%;" type="text"/>	Date	<input style="width: 95%;" type="text"/>
Time	<input style="width: 95%;" type="text"/>	Time	<input style="width: 95%;" type="text"/>
		<input type="checkbox"/> With Welding/Hot Works	Fire Watchman: _____
		<input type="checkbox"/> Need to access Bldg. Restricted Areas	_____

LIST OF WORKERS/PERSONNEL

NAMES	WORK DESCRIPTION

LIST OF MATERIALS		LIST OF TOOLS	
QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION

TERMS AND CONDITIONS

1. This permit is valid only on the dates and time specified above.
2. This permit must be submitted to the Property Management Office for approval at least two (2) days BEFORE actual work schedule
3. Approval of Permit until 4 pm cut off time., Monday through Friday only.
4. Work permit must be presented to the Guard-on-Duty for access on any area.
5. A copy of this work permit must be posted on the door of the unit during the whole duration of work.
6. Supervisor / Foreman must be present at the work area at all times.
7. Workers must present their Company ID in exchange with the Contractor/Worker's ID.
8. Loitering in the common areas is prohibited.
9. All workers are bound by the Rules and Regulations of the Building's House Rules and Regulations
10. Workers, watchmen, must always be at their proper uniform / PPE's / and must wear their ID's at all times.
11. Contractors should provide a 10 lb "ABC" F.E. at least 1 meter away from where the Hot Works / Welding activities will be done.

Prepared by:	Requested by:	Endorsed by:	Approved by:
	Authorized Tenant Representative	Property/Chief Engineer	Property Manager
<i>Signature over Printed Name</i>			

TO BE FILLED-UP BY INSPECTOR: COMMENTS:	DATE OF INSPECTION: