

ECJ Condominium, Inc.
SUPPLEMENTARY INFORMATION/GUIDELINES-- ECJ BUILDING
As of January 1, 2013

A. The ADMINISTRATION Office

Contact telephone numbers for inquiries or requests for services:

<u>Office</u>	<u>Telephone No.</u>
1. Operations/Maintenance/ Security/Janitorial	+632 527-3936
2. Admin/Finance	+632 527-5419

B. SERVICE FACILITIES / AMENITIES

1. AIRCONDITIONING UNITS (water-cooled/centralized)

a) The cooling system of the building is centralized. Aircon units are dependent on cooling towers which are operational Mondays thru Fridays only from 8:00 AM to 5:00 PM. However, request for extension of operation outside of this regular operating schedule maybe made subject to payment of a fee per attached Annex "E". However, tenants/owners with split-type units can have flexible operations schedule, depending on necessity/requirement.

b) As a general policy, TURNING ON AND OFF of all Aircon units inside respective offices of owners/tenants is the responsibility of the Building's Maintenance Personnel, as the only authorized persons to operate. However, during emergencies, (i.e. power failure/ fluctuation, aircon breakdown, or other calamitous events), wherein the Maintenance Personnel may not be easily available-- owners/ tenants are allowed to SHUT-OFF their Aircon unit(s) to prevent damage. The water-cooled a/c units are sensitive to lack of water supply in its system which may be the situation when normal power is suddenly restored. Other than emergency situations as mentioned, operating the Aircon units should be done only by the Maintenance Personnel. Operating the water-cooled a/c units requires synchronized operation of the cooling towers.

c) For the Aircon units' operating procedure, tenants should designate its authorized representative who shall be trained by the Maintenance Personnel.

2. ELEVATORS

a) The building has two (2) elevator units regularly being operated as follows:

(2 units) Mondays to Fridays - 8:00 AM to 6:00 PM
(1 unit) Mondays to Fridays - 6:00 PM to 9:00 PM
(1 unit) Saturdays - 8:00 AM to 5:00 PM

Any elevator unit may, however, be shut-off during low service demand to conserve energy and to maximize the life of the elevators.

- b) The elevators are to be used primarily to service passengers and light paraphernalia only. Heavy and bulky items (cargoes, equipment, furniture, fixtures and construction materials, including soiled and wet/drenched matters) are strictly prohibited. The main stairways and /or fire exits should be utilized for this purpose.

3. **CAFETERIA**

The building cafeteria is located at the Ground Floor adjacent to the Function Room. Regular meals and snacks are served at reasonable prices. Requests for special meals/menus and for catering services can be arranged.. Operating schedule, as follows:

Mondays to Fridays - 7:00 AM to 6:00 PM
Saturdays - 8:00 AM to 1:00 PM

Owners/tenants are encouraged to give suggestions/comments on canteen operations and management, which will be useful for the improvement of food/service quality.

4. **FUNCTION ROOM**

It is located at the Ground Floor adjacent to the cafeteria. The room is ideal for small group gatherings, meetings or seminars; also for executive dining (breakfast, lunch, dinner). The space can accommodate a maximum of fifty (50) persons.

5. **ATRIUM**

It is located at the Ground Floor between the Main Entrance Lobby and the Function Room. It is ideal for bigger gatherings (Christmas parties, reception for weddings, birthdays, religious rites, and as well as venue for exhibits and galleries).

C. **FORMS**

For the accommodation / facilitation of service requests by owners / tenants, forms are to be accomplished (for security and control) as follows:

(the form may be downloaded and submit duly filled up in hard copy / or send directly through email when duly filled up to the ECJ Condo Admin Office at service@ecjcondominium.com.ph)

1. **TENANTS GENERAL INFORMATION SHEET (TGIS) - ANNEX "A"**

Should be accomplished in two (2) copies, original copy for submission to the Administration Office and the duplicate to be retained by owner/tenant. This TGIS will serve as the ECJ Admin Office' reference on the owner/tenant's special information which will

be useful in the dissemination of building announcements, persons to call during emergencies, and as basis for the authorized signatories on issuance of GATE PASS & REQUEST FOR SERVICE.

New Tenants are required to accomplish the form within two (2) weeks from occupancy; existing owners/tenants will be required to update periodically or as necessary.

2. REQUEST FOR SERVICE (RFS) - ANNEX "B"

Should be accomplished in two (2) copies to avail of the service facilities / amenities, and for routine maintenance requirements :

- Emergency check up/repair of electrical, mechanical, plumbing facilities, telephone and other communication devices/ facilities
- Requests for entry of contractors/suppliers who are commissioned to render services to Tenants/Unit Owners to do electrical, civil and plumbing works, and mechanical works such as aircon repair and installation of telephone units and other communication devices/facilities, shall have prior approval of the ECJ Admin office.

The form must be duly approved by an owner/tenant's authorized signatory; and acknowledged by the requesting party once the service request has been rendered. This form will also be the basis for billing.

3. GATE PASS - Annex "C"

To document the deliveries and withdrawals to and from the office/building premises of equipment, furniture, fixtures and all other properties of owners/tenants. Delivery receipts must be attached to a Gate Pass request by contractors/etc. for pull out of equipment/ materials brought into the building

4. VEHICLE AUTHORITY TO PARK /STICKER – Annex "D"

Must be submitted with a copy of vehicle registration and official receipt as proof of ownership; duly signed by the vehicle owner and approved/ endorsed by owner/tenant's authorized representative, for final approval by the Building Administrator—and for issuance of the vehicle parking sticker.

D. GUIDELINES FOR RENOVATION/CONSTRUCTION WORKS

The Unit Owner/Tenant (with a written authorization from the Unit Owner, in the case of tenants) shall advise in writing the ECJ Admin Office, at least ten (10) working days prior to the start of work, relative to application for

permit to undertake construction activities of their premises, together with the required documents, as stipulated.

Prior clearance / permit from the INTRAMUROS ADMINISTRATION (IA) upon proper endorsement from the ECJ Condo Administration Office, must be secured for purposes of entry of materials into Intramuros area etc.

E. OTHER MATTERS

1. Strict implementation of the “NO-SMOKING” rule inside the building premises in compliance to MMDA directive under Ordinance No. 9, Series of 1991. This will likewise uphold the PROPER SANITATION, GOOD HOUSEKEEPING and SMOKE-FREE policies of the building to protect the health and well being of all tenants.
 2. At the Second Floor secured parking area:
 - a) Strict implementation of NO STICKER - NO ENTRY policy. Vehicles with parking sticker are required to park only in their designated parking slots.
 - b) General cleaning of motor vehicles using water, detergent, fuel and other combustible materials is strictly prohibited for safety reason;
 - c) The parking area is strictly for motor vehicles only and should not be used as storage or depository for owner/tenant’s furniture, fixtures, equipment, goods/wares, supplies and construction materials, etc.; and
 - d) The ECJ Admin. Office is not liable for any loss or damage on the vehicles and/or its contents. Tenants are enjoined to properly secure their vehicles while parked inside the premises.
 3. Except with the prior written consent of the Building Administrator, Unit Owners and Tenants shall not affix, inscribe or paint or cause to be affixed, inscribed or painted any notice, sign or other advertising medium on any part of the Common areas and Service Facilities of the building.
 4. Stay-in employees of owners/tenants are not allowed outside the premises of their office, or loiter in other areas of the building beyond normal working hours. Overtime work during holidays and beyond 10:00 PM on regular working days, including overnight work, should be properly documented by the owner/tenant, and must be with proper authorization by the Building Administrator, at least a day prior to the activity.
 5. Owners/tenants are required to provide their employees with appropriate Identification Cards (ID) for proper identification and to facilitate access to the building premises.
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