



CLEARANCE TO PROCEED UNIT FIT-OUT/RENOVATION

ITEM	REQUIREMENT	IN-CHARGE	NAME/SIGNATURE
1	Receipt of Guidelines and CAGCF	PMO	
2	Copies of unit Turn-Over (If applicant is Lessee)	PMO	
3	Owner's Written Approval (If applicant is Lessee)	PMO	
4	Approved Plans (2 sets) 20"x30"	PMO	
5	Bill of Materials and Specification of Plans	PMO	
6	Building Permit from the City Engineer's Office (Original + 2 copies)	PMO	
7	Scope of Work and Schedule of Completion	PMO	
8	Cash Bond (P 50,000.00 or 50% of Project Cost)	PMO	
9	Comprehensive General Liability Insurance Coverage	PMO	
10	Plans Evaluation	Evaluating Engineer	
11	Monitoring Fee and Supervision of Works	Monitoring Engineer	
12	10lb. Fire Extinguisher (at least 2 units less than 800 sq.m.)	PMO	
13	Trash Receptacles	PMO	
14	List of Workers indicating names with designations (Triplicate)	PMO	
15	Rotating Schedule for Maintenance of Common CR)	PMO	

Recommending Approval:

(Supervising Building Engineer)

Noted By:

(Property Manager)

