

WORK PERMIT

Name of Applicant _____	Date _____		
<input type="checkbox"/> Unit Owner <input type="checkbox"/> Tenant <input type="checkbox"/> SPA			
Tower and Unit No. : _____	Nature of Work:		
Name of Contractor : _____	<input type="checkbox"/> Electrical <input type="checkbox"/> Air-conditioning		
Name of Person-in-charge : _____	<input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing		
Telephone Nos. : _____	<input type="checkbox"/> Civil/Carpentry/Painting <input type="checkbox"/> Others, please specify: _____		
Work Schedule:			
Date : Start End	_____		
Time : _____	_____		
LIST OF WORKERS/PERSONNEL			
NAMES	WORK DESCRIPTION		
LIST OF MATERIALS	LIST OF TOOLS		
QUANTITY	DESCRIPTION	QUANTITY	DESCRIPTION
TERMS AND CONDITIONS			
<p>1. This permit is valid only on the dates and time specified above.</p> <p>2. This permit must be submitted to the Property Management Office for approval at least two (2) days BEFORE actual work schedule</p> <p>3. Approval of Permit is from 10:00 AM to 4:00 PM, Monday to Friday only.</p> <p>4. Work permit must be presented to the Guard-on-Duty for access on any area.</p> <p>5. A copy of this work permit inserted in a plastic sleeve must be posted on the door of the unit during the whole duration of work.</p> <p>6. All workers must use the specified access of workers to Residential Units.</p> <p>7. Workers must present their Company ID in exchange with the Condo Corp. Contractor ID.</p> <p>8. Loitering in the common areas is prohibited.</p> <p>9. All workers are bound by the Rules and Regulations of Condominium Corporation.</p> <p>10. Workers wearing sleeveless shirts, shorts, sandals or slippers and the like shall not be allowed to enter the premises.</p>			
PLEASE AFFIX YOUR SIGNATURE OVER PRINTED NAME ON THE CORRESPONDING SPACE PROVIDED BELOW:			
Prepared by:	Endorsed by:	Noted by:	Approved by:
Applicant	Unit Owner/Tenant/ SPA	Property/Chief Engineer	Property Manager
TO BE FILLED-UP BY INSPECTOR:		DATE OF INSPECTION:	
COMMENTS:			
Copies to : <input type="checkbox"/> Property Management Office <input type="checkbox"/> Contractor <input type="checkbox"/> Building Security			