

RENOVATION FLOWCHART

STEP 1: INQUIRY

UNIT OWNER / REPRESENTATIVE

SECURE THE FOLLOWING:

- Renovation Checklist Form
- Application for Unit Renovation
- Contractors Endorsement Form

PROPERTY MANAGEMENT OFFICE (PMO)

Receive advice from Unit Owner the intention to upgrade or renovate their unit.

Provide the Unit Owner all forms and requirements.

STEP 2: PROCESSING/SUBMISSION

UNIT OWNER / REPRESENTATIVE

SUBMIT to the PMO:

- 2 sets of complete construction plans
 - Architectural
 - Mechanical
 - Electrical
- Detailed Scope of Works
- Bar Chart Schedule
- List of Workers, Tools and Equipment

SETTLE THE FOLLOWING to the Payment Center:

- Association Dues (**Must be updated**)
- Renovation Bond
- Admin Fee

NOTE: Always ask for OR

SECURE THE FOLLOWING:

- NBI / Police Clearance for all workers

PROPERTY MANAGEMENT OFFICE (PMO)

Check and Evaluate plans (2 sets) for compliance with Renovation Guidelines and House Rules (**Maximum of 10 working days**)

Evaluate if works are **Minor** or **Major**.

Accounting should ensure that the Unit Owner's Association dues are updated.

File all documents.

STEP 3: RELEASING OF RENOVATION PERMIT

UNIT OWNER / REPRESENTATIVE

Attend renovation and security briefing

Following must be present inside the unit during renovation:

- Workers in proper working attire and with ID
- NTP and Work Permit must be posted on the main door
- Fire extinguisher

PROPERTY MANAGEMENT OFFICE (PMO)

Engineer shall conduct construction and security briefing to the unit Owner or his/her Contractor/Representative.

Discuss the following forms:

- Delivery Permit
- Work Permit
- Gate Pass/Pull-Out Permit
- Request for Final Inspection & Release of Renovation Bond

STEP 4: RELEASE OF CONSTRUCTION BOND

UNIT OWNER / REPRESENTATIVE

SECURE AND SUBMIT THE FOLLOWING:

- Application of Final Inspection (3 working days upon inspection)
- As built Plan
- Renovation Bond Receipt

PROPERTY MANAGEMENT OFFICE (PMO)

Engineer shall conduct final inspection upon submission of *As-built Plan*.

All improvements done in the unit must be reflected in the As-built plan.

If workers have violated House Rules and Construction Guidelines, Engineers should inform Property Accountant to proceed with the deduction from the Construction Bond.

Release the Construction Bond.