

Facility Maintenance Policy

The Company aims to maintain and prolong the usability of its buildings and facilities, and conserve Company resources.

Resources Management and Maintenance

1. Decorative materials must not be taped, nailed, tacked or fastened to ceilings, painted surfaces, columns, and fabric or decorative walls.
2. Movement or repair involving structure, furniture, electrical, plumbing, or mechanical must be performed by Maintenance personnel only.
3. Damages involving structure, furniture, electrical, plumbing, or mechanical committed or observed by any person have to be reported to the Maintenance Department immediately.
4. Vandalism is strictly prohibited on any areas within Company premises.
5. No upgrade/improvement shall be done without the recommending approval of the department head of the requesting department.
6. All requests for repairs shall be entertained on a first come first serve basis unless it is deemed necessary. It is necessary to file a maintenance ticket thru: <http://maintenance.bigfoot.net/>
7. Outside repairs and other similar activities must pass through the Maintenance Department for assessment and recommendation. Otherwise, the Maintenance Department shall not be held responsible for any repairs done by outside parties.
8. No replacements of whatever furniture, building equipment, or the like may be done without the approval of the Maintenance

Lights and Ventilation

1. Maintained room temperature is 24 degrees Celsius.
2. Only engineering personnel are allowed to operate the air-conditioning units located at hallways.
3. Lights at hallways are turned on at 7:00 AM and turned off between 8:00 PM to 10:00 PM (Mondays to Thursdays) and 7:00 PM

to 9:00 PM (Fridays). In case of employees having overtime work, enough lights will be left on to illuminate hallways.

4. Turning on and off the lights and air conditioning inside offices is the responsibility of the personnel occupying the respective offices.

5. Lights in the rest rooms must be switched off every after use.

6. Lights and air conditioning units in the pantries must be turned off every after use.