

Republic of the Philippines
Department of Science and Technology
PHILIPPINE ATMOSPHERIC, GEOPHYSICAL AND
ASTRONOMICAL SERVICES ADMINISTRATION
(P A G A S A)

Project Title:

IMPROVEMENT OF AC ROOM TO STORAGE ROOM

Location:

**3RD floor Weather & Flood Forecasting Center Bldg., Agham Road, Diliman
Quezon City, 1100**

Subject:

Scope of Work

GENERAL

1. MOBILIZATION

- During mobilization is the setting up, securing and preparation of site for execution of the works. Areas identified as ideal location for storage of materials will be properly secured and set-up. One vital part of the works is the provision of a temporary access to the actual project site.

2. DEMOBILIZATION

- The contractor shall be formed to facilitate the cleaning of the site prior to turnover. This group shall be responsible in making all the necessary cleaning and moving-out activities.

3. MATERIALS HANDLING AND DISTRIBUTION

- Material deliveries will be checked at the entrance of the site by the Engineer's in charge and directed to the allocated storage area where they will be unloaded. The storage areas will be controlled by a materials controller who will ensure that the materials are identified, labeled, stacked and stored in the correct manner. Separate storage areas and enclosures will be provided for inflammable materials, which will not be stored in the building during construction.

4. HOUSEKEEPING

The contractor shall perform the following:

- An orderly arrangement of material and equipment shall be maintained at all times.

- Construction areas shall be cleaned and arranged by safe means on a daily basis to preclude the creation of tripping, slipping and fire hazards.
- Means shall be available for the containment of material spills. Spills shall be cleaned up by individuals trained to handle the material, and shall be done promptly and disposed of properly.
- Splinters, nails, sharp edges, etc. shall be removed or protected to eliminate the possibility of injury.
- Appropriate trash containers shall be placed strategically at the project site and used for disposal of scrap materials and other construction-generated debris.
- Liquids (such as paints, solvents, thinners, oils, and greases) and any other material or containers that contain chemicals shall be disposed of in accordance, other applicable hazardous waste procedures and regulatory requirements.
- Electric welding leads, cords, wires, electrical cables, and other temporary systems shall be kept off the walking surface in an elevated position.
- Whenever materials are dropped more than 20 feet to any point lying outside the exterior walls of the building, an enclosed chute of wood or equivalent material shall be used. (For the purpose of the paragraph, an enclosed chute is a slide, closed in on all sides, through which material is moved from a high place to a lower one).
- All scrap lumber, waste materials, and rubbish shall be removed from the immediate work area as the work progresses.
- All solvent waste, oily rags and flammable liquids shall be kept in the fire resistant covered containers until removed from the project facility.

5. MATERIAL STORAGE

The contractor shall perform the following:

- Material will be stored in a manner so as not to obstruct access.
- Storage areas shall be kept clean, and materials will be neatly stacked or placed.
- Construction materials shall be stored or placed in an orderly manner.

6. PROTECTION

- The Contractor shall provide full and adequate protection for all finished works and for all materials subject to damage or staining and shall be responsible for making good all damage done to such finished surfaces and materials until The Works are handed over complete. The Contractor will be required to reinstate at its own expense any materials or article damaged by careless handling or storage or inferior workmanship by workmen either in the original fixing or in the subsequent taking down and re-fixing thereof.

- The Contractor is to ensure that no debris will be accumulated or dumped illegally.

7. DISPOSAL

The contractor shall be the one to provide the hauling service in disposing all waste material gathered from the working site.

CIVIL WORKS

Ceiling / Slab Soffit

- a. Removal and cleaning of existing insulations .
- b. Painting 3 coats of acrylic latex paint in the condition of:
 - Clean all soffits. They should be free of loose paint, cement particles and any other foreign matters. Any source of moisture must be eliminated as well before painting.
 - Skim coating and sanding should be done.
 - The soffit should have smooth and even surface and free from bump.
 - Should there be any uneven surface re doing the work; will be no additional cost should be imply to the owner.

Wall

- c. Painting 3 coats of acrylic latex paint in the condition of:
 - Clean all interior walls. They should be free of loose paint, cement particles and any other foreign matters. Any source of moisture must be eliminated as well before painting.
 - Skim coating and sanding should be done.
 - The wall should have smooth and even surface and free from bump.
 - Should there be any uneven surface re doing the work; will be no additional cost should be imply to the owner.

SLAB

- Concrete topping at 2500psi strength , 50mm thickness in smooth finish

Others

- a. All Cabinets should composed of ¾ inches class A phenolic board concealed with High pressure laminates (HPL) .
 - Locksets shall be Heavy duty. All locks shall have three (3) keys with the lock number stamped for identification. Verify number of duplicates.
 - Hinge shall be stainless piano hinge.