

Addendum 1

Health and Safety ----- 12%
- Occupational safety and health, including compliance with local, state and national laws and agencies; Industrial hygiene, including indoor air quality; Risk Assessments; Control of Substances hazardous to health.

Fire Safety ----- 14%
- Fire protection and safety; Fire risk assessments; Fire prevention; Fire extinguishers; Fire alarm systems; Smoke / heat detectors.

Maintenance systems ----- 15%
- Ventilating and air-conditioning; Preventive and predictive maintenance; Corrective maintenance / Reactive repairs; Building Fabric and decorative.

Periodic statutory testing and inspections ----- 12%
- Lifting equipment; Work equipment; Man safe systems (window cleaning, roof access, etc.)

Electrical portable appliances and fixed wiring ----- 12%
- Lightning conductors; Emergency lighting; Fire protection systems; Compliance audits.

Operational ----- 20%
- Help desk; Asset management; Cleaning; Waste management; Environmental issues; Meeting room management; Vending; Car parking; Pest control; Daily inspection of escape routes and fire exits.

Office Works ----- 15%
- Building space planning, layouts and furniture placement; Maintaining update set of plans and specifications including all amendments, modifications, issued clarifications and significant notations; Serve as a Technical Advisor to the Local and US Governments for all matters concerning specific segments of responsibility within the facilities management to assure optimum performance and achievement of desired objectives; Maintain orderly working files for correspondence, minutes of meetings and conferences, submittal data, submittal registers, observation and monthly reports and contract documents including amendments.