



**Project:** RENOVATION AND RECONFIGURATION OF UISA OFFICE IN ADMIN BUILDING WITH PROVISIONS FOR SMART OFFICE  
**Location:** SLSU-MAIN, SOGOD CAMPUS, SOGOD, SOUTHERN LEYTE  
**Subject:** SCOPE OF WORK/ MATERIAL SPECIFICATION/ WORKMANSHIP  
**ABC:** 1,240,000.01

The Contractor shall furnish labor, tools, equipment, PPE, and supervision to perform satisfactorily all the required works for the project. The work shall include but is not limited to mobilization, demobilization, masonry works, plastering and housekeeping.

## A. MATERIAL SPECIFICATIONS

### A.01 GENERAL REQUIREMENTS

Temporary Facility: Located at strategic site nearby the project  
Protection Fences:  
PPE: Hard Hat, Protection Glasses (Clear Glass during night works), Safety Shoes  
As-Built Plans: 1 original + 3 copies

### A.02 CARPENTRY WORKS

Custom Office Desk: - Use 3/4" Marine Plywood.  
Guide Rails: - Use Drawer slide rail three-section guide. (see specs)  
Drawer Handles: - Use 140mm C-Type Stainless Steel Cabinet Handle. (see specs)

### A.03 CEILING AND PARTITION WORKS

Ceiling: - Use 6mm Fiber Cement Board.  
Framing (Ceiling): - Use 0.50mm Double Furring spaced @ 0.60m from center.  
Drywall: - Use 6mm Fiber Cement Board.  
Framing (Drywall): - Use Metal Studs, 35mm x 75mm x 0.5mm x 3m spaced @ 0.40m from center.

### A.04 DOORS

Panel Doors: - Must be **made from Hardwood.**  
Door Knob (Panel Doors): - Use Aluminum Stainless Lever type doorknob.  
Double-Swing Glass Doors: - Use 1/2" thk. Tempered Glass.

### A.05 PAINTING WORKS

Ceiling (Ficem Board): - **Primer Coat:** Use Flat Latex Primer. Apply 1 coat. **1 hour** drying time per coat.  
**Top Coat:** Semi-Gloss Latex Paint (White). Apply 2 coats. **1 hour** drying time per coat.  
**Application:** Use Roller Brush 8" and 4" Paint Brush for the corners.  
Concrete Walls/Drywalls: - **Primer Coat:** Use Flat Latex Primer. Apply 1 coat. **1 hour** drying time per coat.  
**Top Coat:** Use White, Satin Finish. Apply 2 coats. **1 hour** drying time per coat.  
**Application:** Use Roller Brush 8" and 4" Paint Brush for the corners.  
Concrete Accent Walls/Drywalls: - **Primer Coat:** Use Flat Latex Primer. Apply 1 coat. **1 hour** drying time per coat.  
**Top Coat:** Use Gray, Satin Finish. Apply 2 coats. **1 hour** drying time per coat.  
**Application:** Use Roller Brush 8" and 4" Paint Brush for the corners.  
Wood Surface: - Use Sand Paper #80, #100 and #400 to polish.  
Panel Doors: - **Top Coat:** Use Oil Wood Stain, Half -Tone (Walnut). Apply 2 coats. **2 hours** drying time per coat. Then apply Polyurathane Topcoat Sealer for the final Coat. Apply 2 coats.  
**Application:** Use 3" Paint Brush and 2" Paint Brush for the corners or clean cloth.  
Custom Office Desk: - **Primer Coat:** Use Lacquer Primer Surfacer. Apply 1 coat. **1 hour** drying time per coat.  
**Top Coat:** Use Automotive Lacquer Paint (Stone Beige and White). Apply 2 coats. **1 hour** drying time per coat.  
**Application:** Use Spray

### A.06 ELECTRICAL WORKS:

Switches: - Use Smart Switches. (see specs)  
Convenience Outlets: - Use "Wide Series" type of outlets.  
Materials: - Comply with Philippine Electrical Code  
SOLECO Standards: - Black (hot lines); colored wire (ground)

**B. WORKMANSHIP**

- B.01 Site Clearing** - All surface objects other protruding obstructions not designated to remain shall be cleared and removed.
- B.02 Housekeeping** - Cleanliness and orderliness within the worksite is a must to enhance overall safety for the whole project.
- B.03 Others** - Contractor's workers must always abide by Project's and School's safety and security rules and regulations. Violating workers will not be allowed to work and will be blacklisted. Details of these rules and regulations will be discussed during the kick-off meeting. List of workers and equipment must be submitted (w/ serial number) during the kick-off meeting.

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