



ASSET MANAGEMENT - TECHNICAL SERVICES
MENU OF SPECIAL SERVICES

DISCIPLINE AND LIST OF SERVICES	AMOUNT	CONDITIONS
	In PHP	
I. AIR-CONDITIONING UNIT, VENTILATION		
A. Diagnostic Check (30 min. assessment)	200	Per visit
B. Repair Works (labor & parts from contractor)	cost proposal	Per task
C. Preventive Maintenance		
1 AC: Fan Coil / Condensing Unit	600/ 600	Per unit
2 Range hood / Exhaust Fan (Ceiling Type)	400/500	Per unit
D. Installation works (Evaluation & quotation for client approval)		
1 AC / Exhaust Fan / Range Hood / Dryer's exhaust dust	cost proposal	Per task
II. PLUMBING WORKS		
A. Diagnostic Check (Clogged drains, leaks & defective plumbing system)	100	Per visit
B. Repair Works (labor only)		
1 Clogged drain/s, leak/s, defective plumbing system/device	385	Per unit
2 Leak on water closet base/wall/ceiling	cost proposal	Per unit
C. Installation or replacement works		
1 Bidet/faucet/drain line/P-trap/soap holder/valve/flush	300	Per unit
2 P-trap set, strainer / mixing valve	765 / 575	Per unit
3 Piping relocation	cost proposal	Per unit
III. ELECTRICAL WORKS		
A. Diagnostic Check (No power, noisy magnetic contactor, tripped-off breaker, grounded or shorted circuit)	200	Per visit
B. Repair Works (labor only)		
1 Electrical (breaker reset, loose connection, etc)	300	Per piece
2 Grounded or shorted power line / re-circuiting (power/lighting)	cost proposal	Per task
C. Installation or replacement works		
1 Main contactor / breaker, switch	400	Per piece
2 Convenience outlet, socket	300	Per set
3 Lighting fixture/s, chandelier/s	300-1500	Per set
IV. CIVIL WORKS		
A. Repair Works (labor only)		
1 Cabinet loose hinges, table / cabinet drawers lock	200	Per task
2 Window handle and lock, door lock	250	Per task
3 Sealant application, sliding door rollers & lock	cost proposal	Per task
B. Installation / replacement works (labor only)		
1 Frames, mirror, TV mounting bracket, shelves	300-770	Per task
2 Towel holder/ racks, curtain rod	300-890	Per task
3 Toilet paper, soap, bottle holder	300	Per piece
4 Door closer, door stopper, door/window lock	400	Per piece
IV. AUXILLIARY SYSTEM/ HOME APPLIANCES		
A. Diagnostic Check (telephone line ,intercom line, door bell, home appliances)	100	Per visit
B. Installation or replacement works (telephone line extension, cable TV line extension, door bell relocation)	cost proposal	Per task



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ADVANTAGES: AC Preventive Maintenance

Lower Energy Bills	
1	Clean condenser coils save energy
2	A poorly maintained air conditioner must work harder to provide the same air quality and temperature as a well-maintained unit. This means higher energy costs.
Lower Repair Costs	
1	Regular maintenance saves money from labor and parts costs
2	Dirty condenser coils can make the air conditioner work harder for the same results. This extra work can also cause the compressor to fail.
Extended Equipment Life	
1	Taking care of your air conditioning unit will extend its life and help it operate more efficiently.
2	Cleaning and maintenance can prevent small problems from growing larger and more costly
3	Regular maintenance ensures that equipment warranties remain in force
4	Preventive maintenance and cleaning can extend the life of equipment by many years
Peace Of Mind	
1	Well-charged coolant systems keep homes and offices cooler and more comfortable
2	Clean, well-maintained equipment is quieter during operation

RECOMMENDED: Preventive Maintenance Frequency

	Services	Frequency	
1	AC- Preventive Maintenance	Every quarter	Occupied unit
		Semi-annual	Seldom used unit

REMINDER TO OUR VALUED CLIENTS:

- For Inquiries or questions regarding our services, please contact us at Tel. No. 570-6982**
- Our Office Hours: Monday- Saturday 9:00 a.m.- 6:00 p.m., except Holidays.**
- Other requests are evaluated and assessed for cost proposals.
- All requests are scheduled on a "First Come First Serve" basis with a minimum of 24-hours lead time
- We acknowledge re- scheduling of confirmed service at least two hours before the confirmed appointment. New appointment will be subjected to the availability of slots.
- All materials, consumables, spares needed for the repair / restoration / rehabilitation of equipment/furnishings/areas shall be provided by the unit residents except when stipulated in the cost proposal
- During the delivery of service, SPMSI shall be allowed by the resident to use water, power and lighting facilities free of charge.
- Payments (cash and check) are made in the Building Administration Accounting Office.
- Check Payments should be payable to "Shang Property Management Services Inc."