1. INTRODUCTION

1.1 Building administration and management goes beyond maintenance and upkeep functions. It requires the services of a multi-disciplinary professional who can perform a wide range of functions for the efficient and economical operation and maintenance of a building, facility or a complex.

1.2 In Post-Construction Services, the channels of communication are kept open among the building owners, operators, architects, engineers, builders, manufacturers, building research groups, utility providers, furniture and equipment vendors and building administrators/property managers to provide access to information regarding the performance and upkeep of buildings.

1.3 The Architect may be engaged as the Building Administrator and/or Property Manager of a commercial, industrial, residential or institutional building, facility or complex to maximize the lifespan of the building/s in order to produce the maximum economic return.

2. SCOPE OF SERVICES

2.1 Building and Facilities Administration

2.1.1 Building Maintenance. The Architect shall:

a. see to it that the building and all the parts thereof (structure, plumbing, electrical, partitions, finishes, etc.) are all in good condition.

b. formulate and enforce rules for the proper use of the building and facility, particularly in the common areas and the emergency/egress/exit areas.

c. monitor security services, and

d. monitor maintenance and upkeep services (cleanliness of corridors, lobbies, stairs and other common areas, exits, parking areas, garbage collection)

2.1.2 Grounds and Landscaping Supervision. The Architect shall:

a. supervise landscape contractors and gardeners for the proper watering, pruning, trimming and maintenance of the landscape (both hardscapes and softscapes);

b. maintain orderly entrances, exits and parking areas; and

c. maintain streets i.e. road rights-of-way (RROWS), walkways, and ramps.
2.1.3 Building Equipment Maintenance. The Architect shall:

a. assist the proper third parties in seeing to it that all equipment (air-conditioning, sprinkler system, generators, transformers, telecommunications equipment, etc.) are properly maintained and in good working condition

2.1.4 Business Development and Management. The Architect shall:

a. innovate schemes to attain maximum building occupancy
b. bill the tenants for rentals and utilities (electricity, water, telephone, cable, gas and other/related dues)

2.2 Post-Construction Evaluation

2.2.1 Upon the request of the Owner, the Architect shall:

a. evaluate the initial design program vs. the actual use of the facility;
b. determine the effectiveness of the various building systems and the materials systems in use;
c. assist the proper third parties in evaluating the functional effectiveness of the design and construction process undertaken, and
d. study, research, and give solutions to any discovered/emerging/evolving defects and failures such as shrinkage, water seepage and other problems in the building. This is referred to as “forensic investigation” of the building’s systems (Reference Doc 203).

3. MANNER OF PROVIDING SERVICES

The Architect may enter into contract with the Owner in two possible ways:


3.2. Working as Consulting Architect for post-construction services only.

4. METHOD OF COMPENSATION

4.1. Percentage of gross rentals, maintenance and security fees; and/or

4.2. Monthly salary/fee.