



MAKATI COMMERCIAL ESTATE ASSOCIATION, INC.

Mini-Park, Legazpi St., Legazpi Village, Makati City

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November 26, 2004

MEMORANDUM CIRCULAR 2004-15

TO : ALL BUILDING ADMINISTRATORS

RE : PERMIT REQUESTS FOR FIRE EVACUATION DRILL

To facilitate the preparation of permits to conduct fire evacuation drills, please be advised that in addition to the letter request, the following should be submitted:

1. Receiving copies of an advisory letter addressed to the administrators of all surrounding buildings; and
2. A letter of consent from the lot owner, if there is an intention to use an adjacent lot as converging area.

These documents should be forwarded to us at least five (5) working days prior to the intended schedule.

Due to traffic considerations, we do not encourage the staging of this activity during rush hours, from 7 a.m. to 10 a.m. and from 4 p.m. to 8 p.m., on weekdays. Similarly, it is understood that total closure of affected streets is not allowed and that the applicant for the activity shall be held liable for damages to any MaCEA property.


JAIME R. MATIAS
General Manager *dp 11/26*