

Work Order

of cultural center building management service

2023.07.11. Korean Cultural Center in Hungary

1. Task name

- Building management service for the Embassy of the Republic of Korea, Cultural Center in Budapest

2. Purpose

- Facility management, maintenance and concierge service of the nationalized building of the Korean Cultural Center in Hungary

3. Task outline

- Building operation and facility management service
 - Working hours: minimum 10 hours per week in this building
- Maintenance service
 - Number of employees: 1 person
 - Working hours: 8 hours a day (basic working hours 09:00 ~ 17:00)
 - ※ Above working hours may be adjusted according to the operating hours and circumstances of the client.
 - Working days: Monday through Friday, excluding days when the Cultural Center is closed, such as the Hungarian public holidays and the 4 major holidays in Korea
- Concierge Service
 - Number of employees: At least 1 person per day (shift work)

- Working hours: 24 hours (basic working hours 06:00 ~ 06:00 the next day)
- Working days: 24/7

- Requirement

- The contractor must provide security service employees with public mobile phones.
- Security service employees must have a neat appearance and wear appropriate uniforms.
- All service employees must participate in regular safety training conducted by the Client.

4. Task content

- Service location: Budapest II. Frankel Leo út 30-34
- Service subject: 6 floors above ground, 3 floors below ground
- Area Calculation Table for Each Floor

Usage	Area (m ²)	Purpose of use
3rd basement floor	1,351.34	Parking lot, sewage pump machine room
2nd basement floor	1,351.34	Parking lot
1st basement floor	851.32	Main machine room, air conditioner cooler machine room, storage, etc.
Ground floor	899.84	Lobby/reception, performance hall (capacity of 100 seats), multi-functioning room(capacity of 100 people), community room, practice rooms, community rooms etc.
1st floor	887.86	Main exhibition room (249m ²), pop-up exhibition room (216m ²), art storage, Kitchen (10 sinks, exhibition room), storage, etc.
2nd floor	876.47	Traditional culture experience area, Hanbok experience room, classroom (accommodating 100 people), storage, etc.
3rd floor	879.41	Classroom (accommodating 150 people), library, children's library, storage, etc.

4th floor	475.30	Director's office, office, kitchen, outdoor terrace, storage, etc.
5th floor	384.37	Elevator room, boiler machine room, residence, storage, etc.
Total	7,957.25	

- Service Field:

- Building operation and facility management service
 - Performance of management tasks related to the implementation of building operations
 - Owner/customer representation
 - Making proposals for the selection of suppliers and service providers, providing regular supervision, proposals for the subcontractors
 - Maintaining contact with the authorities, supervisory and control bodies
 - Regular inspection of building maintenance subcontractors
 - Scheduling and supervision of the maintenance of mechanical equipment and the activities of other service providers
 - Other facilities deemed necessary by the client
- Maintenance service
 - Requirement: working in the building during office hours
 - Facility cleanliness and maintenance: Parking lot, machine and technical rooms, outside of building and sidewalk, terrace and gardens etc
 - Perform daily tasks according to the ‘Maintenance Checklist’: Building cleanliness, fire safety inspection, boiler, air ventilation system, mechanical unit, liquid cooling system, building monitoring system, CO monitoring center, Subcontractor maintenance
 - Supervise the operation of security systems (fire alarm system, cooling system, air conditioning system, elevator, etc.)
 - Immediate response in case of repair, installation, problem solving and

emergency of facilities

- Other facilities deemed necessary by the client
- Concierge service
 - Provides 24-hour building concierge service for one person
 - Enforcement of policy based on the order of duty
 - Management of key system
 - CCTV system supervision and security system establishment
 - Perform work according to the daily checklist
 - In case of emergency, immediate contact with GA staff and building management team, evacuation of visitors, prompt contact with competent authorities (fire department, etc.)
- List of documents to be submitted
 - Certificate of completion: The certificate of completion from the invoice, with an itemized description of the services performed, with its content organized into points.
 - Monthly Operation Report:
 - ① Facility manager's report
 - It describes and summarizes the events of the relevant month, the state of the building and the mechanical engineering, and any changes thereto.
 - Makes recommendations on repairs and the need for future modernization works.
 - ② Copy of the facility manager's attendance sheet
 - Description of work date, hours, purpose, etc.
 - ③ Copy of the maintenance staff's attendance sheet
 - Description of work date, hours, purpose, etc.
 - ④ Copy of 'Maintenance Checklist'

- Keeping a daily checklist
- ⑤ Copy of ‘Fire Safety Inspection Checklist’
 - Keeping a monthly checklist
- ⑥ Copy of ‘Worksheet’
 - The facility manager or maintenance staff keeps a worksheet on the completion of any repairs, the need for materials, and the control of the work of the maintenance service providers.
 - The worksheet must be signed by GA staff representing the Client.

5. Others

- In the event of a malfunction or damage to the facility, it must be immediately reported to the facility manager and GA staff.
- Recyclables and waste generated after facility inspection must be legally disposed of in accordance with relevant regulations.
- In case additional material purchase and facility repair costs are incurred, proceed after consulting with the client, and then submit the monthly operation report including the invoice.
- Matters not specified in this work order follow the instructions of the client.
- In the event of a human or material accident to a third party due to the intention or negligence of the contract subject and workers, civil and criminal responsibilities lie with the contract subject, and damage, loss, or damage to the facilities of the client due to the contract subject’s negligence in management duties In case of damage, such as restoration to the original state or compensation in kind, etc. shall be held.
- The contractor submits the work report according to the cleaning service.
- The office, electricity and water used by the contractor to perform the service in the building are provided by the client.