

Summary of Manuals

2018. 8. 24

:Important

NO.	Title	Amount		Department in charge	Shelf no.
		Purchased	Copy		
①	Standard drafting procedure	-	14	Administration Dept.	A3-1
②	Employee manual	-	30	Administration Dept.	A3-2
3	Guide on filing	-	24	Administration Dept.	A3-4
4	Standard procedure of business documents	-	15	Administration Dept.	A4-1
5	Contract samples (for training)	-	4	Administration Dept.	A4-2
6	Examples of malicious claimers, their mentality and how to correspond to them	-	20	Administration Dept.	A5-6
7	Standard usage of rubber stamps	-	12	Administration Dept.	B4-1
8	My number correspondence manual for SME	3	-	Administration Dept.	B1-4
9	Standard manner text	-	28	Administration Dept.	A2-6
10	Lawsuit manual	-	10	Administration Dept.	A6-2
11	PM startup manual	-	25	PM Dept.	A4-6
12	Commercial facility: contract form and practical negotiation manual for SC store opening	1	4	PM Dept.	A1-8
13	Commercial building · practical manual on SC "leasing strategy"	1	5	PM Dept.	A1-9
14	Tenant management manual regarding shopping centers and examples	-	8	PM Dept.	A1-5
15	Leasing management practice materials for rental office / retail building	1	11	PM Dept.	A1-2
16	Tenant management of rental buildings, administration / example collection	-	12	PM Dept.	A1-6
17	"Tenant Leasing" practice manual for rental buildings	-	13	PM Dept.	A1-7
18	Compensation for removal fee practice documents for Real Estate	1	6	PM Dept.	A1-10
19	Real estate estimation practice of "rent revision" document collection	1	6	PM Dept.	B1-3
20	Operation management manual and example collection	-	8	PM Dept.	A1-4
21	Condominium management and repair 2018	3	-	PM Dept.	B1-9
22	Real-Estate leasing trouble Q&A	7	-	PM Dept.	B1-1
23	Business of "notifying" in the Real-estate rental industry	20	-	PM Dept.	A1-1
24	Leasing management manual of buildings	-	40	PM Dept.	A6-5
25	Legal response to rent reduction requests from tenants and data collection of rent negotiation strategies	1	12	PM Dept.	A1-3
26	Real estate finance business terminology	-	36	PM Dept.	A4-4
27	Redevelopment of real-estate - Manual on negotiations of evacuation for the sake of rebuilding	1	6	PM Dept.	A1-11
28	"Real estate utilization" business model plan	1	16	PM Dept.	B1-10
29	Subleasing practices, solution methods and other troubles	-	10	PM Dept.	B1-11
⑩	Internal manual	-	15	Engineering Dept.	A3-3
31	BM startup manual	-	23	Engineering Dept.	A3-5
32	On-site manual	-	16	Engineering Dept.	A3-6
33	6-chome Building operation manual	-	26	Engineering Dept.	A4-5
34	Call-center manual	-	20	Engineering Dept.	A5-1
35	Manual on reviewing building volume	-	20	Engineering Dept.	A5-3
36	How to view completed drawing	-	19	Engineering Dept.	A5-2
37	Emergency response manual for facility manager	3	-	Engineering Dept.	B1-2
38	Equipment trouble Q & A	-	11	Engineering Dept.	B1-5
39	Manual on machine parking / getting in and out	-	20	Engineering Dept.	B4-6
40	Standard manual on estimation	-	6	Engineering Dept.	A5-4
41	List of quotation of unit prices	-	30	Engineering Dept.	A6-3
42	Basics of shifts and quotation	-	10	Engineering Dept.	B4-2
43	About office relocation / establishment	-	20	Engineering Dept.	A2-3
44	Office relocation manual	-	20	Engineering Dept.	A2-4
45	Hospital cleaning manual (attached documents, with DVD)	-	13	Engineering Dept.	B4-3 B-13
46	Hotel housekeeping manual (attached documents, with DVD)	-	15	Engineering Dept.	A6-4 B-12
47	Construction related manual (insurance manual)	-	15	Engineering Dept.	A6-1
48	Shin-ei's business	-	15	Sales Dept.	A2-1
49	Collection of proposals to customers	-	20	Sales Dept.	A2-2
50	Security operations manual	-	10	Security Dept.	B4-4
51	Basic drill order	-	22	Security Dept.	A2-5
52	Disaster / terrorism countermeasure manual	-	20	Security Dept.	A5-5
53	Reception operations manual	-	10	Security Dept.	B4-5
54	Receptionists manner manual	-	10	Security Dept.	A4-3

(Att.) 1. Storage location, cloud ⇒ Sharing ⇒ "Manual List".
 2. There are three very important manuals marked with a ○, read them carefully and comprehend them.