



THE MALL-*of*-SAN JUAN

**SUBMISSION
PROCEDURES**



Submission Procedures

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Submission Procedures

- The term 'Tenant' may also be used to imply Tenant's Consultants, Contractors, or other Tenant representatives.
- Store Design Drawings may also be referred to as Design Drawings or 'DD's'
- Working Drawings may also be referred to as Construction Drawings or 'CD's'

Store Design AND Working Drawings

Where to Submit

Visit the tenant coordination website <http://tenantcoordination.taubman.com/>

Pick the Center and scroll down to bottom of page and complete the required fields, then click submit file button.

Submit Drawings for Review

CENTER NAME*	SPACE NUMBER*	TENANT NAME*
<input type="text" value="The Mall of San Juan"/>	<input type="text"/>	<input type="text"/>
FIRST NAME*	LAST NAME*	POSITION
<input type="text"/>	<input type="text"/>	<input type="text"/>
EMAIL*	PHONE NUMBER*	ADDRESS
<input type="text"/>	<input type="text"/>	<input type="text"/>
COMPANY NAME*	CITY	STATE / POSTAL CODE
<input type="text"/>	<input type="text"/>	<input type="text"/>

* REQUIRED FIELDS

File upload

*FILE SIZE LIMIT IS 50MB



Submission Procedures

How to Submit

We are now using **Newforma Project Center** software to process design packages, receive tenant submittals and complete plan reviews.

Tenant submittals will be uploaded to **Newforma Info Exchange**. **Info Exchange** is the external facing website of New Forma that is used by external partners to access project content and facilitate the transfer of files without the limitations of email or FTP.

In order to access Info Exchange, **Tenant's must contact the MSJ project assistant, Kristina Haralampopoulos (kharalampopoulos@taubman.com)**, include all contact info and request that they are added to the project team. Once added to the team, you will receive an email inviting you to use the Info Exchange project website. The email includes your login credentials. Users will log on to Newforma (via Info Exchange) to upload their DDs and CDs. Please note, if you are attempting to upload your drawings for Landlord review on the Tenant Coordination website for The Mall of San Juan (<http://tenantcoordination.taubman.com>, Mall of San Juan, Space Layout & Project Drawings (new window)) you will be re-directed to Info Exchange.



Submission Procedures

What to Submit:

Store Design Drawings (DD's):

Unless specified otherwise in Tenant's lease, the submission of DD's to Landlord, any resubmissions as may be required by Landlord, and Landlord's written approval of the DD's shall be a precondition to the preparation of Working Drawings and Specifications by Tenant

1. Tenant shall submit to Landlord one (1) set of DD's prepared by a qualified architect specializing in retail design, in electronic format, showing intended design character and finishing of the Leased Premises. The DD's shall comply with the design criteria of the development and shall set forth the requirements of Tenant within the Leased Premises. Said drawings shall include but not be limited to the following:
 - Merchandising layout of the space: merchandise allocations and fixture locations, both permanent and movable.
 - Architectural design of the space, including storefront: floor plans, reflected ceiling plans and elevations, including sign(s), sections and complete fixturing information, material selections and finishes, including color and material sample boards.
 - Mechanical system: basic equipment to be used and its position and capacity, duct distribution system and diffuser locations.
 - Electrical system: floor and reflected ceiling plans showing outlets, type of lighting fixtures, other electrical equipment contemplated and location of panelboard(s), switchboard(s) and projected electrical loads.
 - General demolition plan.



Submission Procedures

What to Submit (cont.)

Construction (Working) Drawings and Specifications (CD's):

Immediately following the date on which DD's bearing Landlord's approval are returned to Tenant, the Tenant shall commission an architect registered in the County where the project is located for preparing CD's and Specifications for the Tenant's leased premises. CD's shall be prepared to comply with lease data sheet and Landlord's construction criteria, and shall adhere to the DD's as approved by Landlord.

1. Tenant shall submit to the Landlord for review and approval one set of complete CD's and Specifications, electronic format. The following information is required:
 - Key Plan Showing Location of Leased Premises
 - Floor Plan
 - Reflected Ceiling Plan with Lighting Layout
 - Storefront Elevation, Section, and Details
 - Typical Interior Transverse and Longitudinal Sections
 - Interior Elevations
 - Details of Special Conditions and Architectural Features
 - Door Schedule and Related Details
 - Hardware Specifications or Schedule For All Hardware
 - Finish Schedule, materials sample board (see page 7)
 - Fixture Plans and Details (Photographs, catalog cut sheets, drawings, etc.)
 - HVAC Plans
 - Special Details
 - Electrical Plans
 - Special Details
 - Riser Diagram
 - Lighting Schedule (Submit Fixture Cut Sheets)
 - Plumbing Plans
 - Fire Protection Plans
 - Specifications



Submission Procedures

Landlord Review Comments and Tenant's Response

Store Design Drawings (DD's):

After review of DD's, Landlord shall return to Tenant, by uploading to Newforma/Info Exchange, one (1) set of prints of DD's with Landlord's modifications and/or approval. If DD's are returned to Tenant with modifications, but not bearing Landlord's approval, said DD's shall be immediately revised by Tenant and resubmitted to Landlord for approval within ten (10) days of their receipt by Tenant. Landlord will endeavor to review and return DD's within seven (7) days of receipt by Landlord.

Construction (Working) Drawings and Specifications:

Unless specified otherwise in Tenant's lease, all CD's and Specifications prepared by Tenant's Architect shall be submitted by Tenant, in the form of one (1) set to Landlord within twenty-one (21) days from receipt by Tenant of Landlord's approved DD's. Any required revisions to such CD's and Specifications shall be prepared and resubmitted by Tenant to Landlord within ten (10) days of receipt of notice from Landlord. Any revisions to the approved CD's must be approved in writing by the Landlord before commencing work. Landlord will endeavor to review and return CD's and Specifications within fourteen (14) days of receipt by Landlord. **Construction is NOT allowed to begin until Tenant's drawings are approved and space has been delivered.**



Submission Procedures

Material Sample Board

When to Submit

Tenant shall submit its Material Samples Board, for Landlord's approval, upon submitting CD's.

What to Submit

Tenant shall submit an 11" x 17" material finishes board (an actual board, no images). Labels on materials board shall match the proposed materials shown on the Finishes Schedule on Tenant's CD's. In addition, Tenants must provide either photos of finishes from a comparable existing store or renderings of the finishes for the proposed store with their submittal.

How to Submit

Material sample board shall be submitted, by mail, directly to the Tenant Coordinator. See the General Information document for contact information.

Landlord Review Comments and Tenant's Response

After review of Material sample boards, Landlord shall return to Tenant, by email attachment, one (1) photo copy of material sample board with Landlord's modifications and/or approval. If Material Sample Board is returned to Tenant with modifications, but not bearing Landlord's approval, said Material Sample Board shall be immediately revised by Tenant and select materials resubmitted to Landlord for approval within ten (5) days of their receipt by Tenant. Landlord will endeavor to review and return comments regarding Material Sample Board within seven (7) days of receipt by Landlord.



Submission Procedures

Sign Shop Drawings

When to Submit

Tenant shall submit its Sign Shop Drawings and specifications, for its primary storefront sign, for Landlord's approval, AFTER Landlord approval of Tenants Construction (Working) Drawings, and prior to fabrication of Tenant's sign.

What to Submit

Such drawings shall show location of sign on storefront elevation and section drawings and shall clearly indicate color, materials, attachment devices and methods, dimensions, construction details, illumination details, and electrical power requirements and connections. See sign criteria on Tenant Coordination website for Mall of San Juan.

How to Submit

Sign Shop Drawings submitted, by email attachment, directly to the Tenant Coordinator and MSJTC@taubman.com. See the General Information document for contact information.

Landlord Review Comments and Tenant's Response

After review of Sign Shop Drawings, Landlord shall return to Tenant, by email attachment, one (1) set of prints of Sign Shop Drawings with Landlord's modifications and/or approval. If Sign Shop Drawings are returned to Tenant with modifications, but not bearing Landlord's approval, said Sign Shop Drawing shall be immediately revised by Tenant and resubmitted to Landlord for approval within ten (5) days of their receipt by Tenant. Landlord will endeavor to review and return DD's within seven (7) days of receipt by Landlord.



Submission Procedures

Fire Suppression System Documents

When to Submit

FM Global approval is needed **prior to the Tenant's start of construction.**

What to Submit

Tenant shall cause to be designed and shall submit for review by Landlord's Insurance Underwriter, the Fire Rating Inspection Bureau **FM Global** the following fire suppression documentation for Tenant's sprinkler system ('Fire Suppression Drawings'). The following information is required:

- Shop Drawings
- Specifications
- Hydraulic calculations
- Seismic Calculations
- Materials Cut Sheets – Specifications (manufacture, model, size, etc.) for sprinkler heads, sprinkler pipe, and fittings.
- All Components (sprinklers, pipe, fittings, etc.) are to be FM Approved.

Landlord's approval of this shall not constitute the assumption of any responsibilities by Landlord for the accuracy or sufficiency of the sprinkler system. Tenant shall be solely responsible for the system within the leased premises.

How to Submit

Submit all documentation to **FM Global** by email attachment, file type .pdf to the following email address: christian.hernandez@fmglobal.com and devirca.ortiz@fmglobal.com. FM Global – Puerto Rico, Phone: (787) 999-0330 x230

Be sure to format your subject line of your email as follows: MSJ – [Tenant] – [Space Number] – Fire Suppression drawings submittal

Review Comments and Tenant's Response

After review of Fire Suppression Drawings, FM Global shall return to Tenant's Fire Suppression System Installer, by email attachment, one (1) Plan Review Letter with comments indicating modifications or approval. If modifications are required, said documents shall be immediately revised and resubmitted for approval within ten (10) days. FM Global will endeavor to review and return Fire Suppression Drawings within seven (10) days of receipt by FM Global.