

Construction Prerequisites

Required Documents:

The following documents shall be assembled by the tenant's general contractor before arranging a pre-construction meeting with the center management staff.

1. Obtain a building permit.
2. Submit required insurance to the Landlord to include the following:

Comprehensive General Liability Insurance:

A blanket policy for the amount not be less than \$2,000,000 for any one occurrence

Comprehensive Automobile Liability:

Include the ownership, maintenance and operation of any automotive equipment in the amounts indicated as follows:

- Bodily injury (personal injury or death) in the amount of: \$2,000,000.00 for each occurrence
- Property Damage Liability: \$2,000,000.00 for each occurrence

Please include the following as additionally insured:

(Note that all names must appear on the Certificate of Insurance)

"Rich-Taubman Associates"

"The Taubman Company, LLC"

"Konover Construction"

"JPRS Architects"

"Stamford Town Center" 100 Greyrock Place, Stamford CT 06901

3. Submit required workman's compensation documentation as required by state law, an amount not less than \$2,000,000.00 and any additional amounts as required by other applicable statutes.
4. Submit a three thousand dollar (\$3000.00) deposit check made payable to: (**see addendum**).
5. One complete set of Landlord Approved Construction Drawings should be reviewed by the general contractor before the pre-construction meeting. A set of approved Landlord drawings shall be posted on the construction site at all times.
6. Submit a list of subcontractors used by the general contractor during the construction process to the Tenant Coordinator. In addition, the general contractor shall complete the remainder of the form and provide the appropriate dates and construction costs.
7. Per the lease agreement, all trades shall work harmoniously. Failure to comply with Landlord's general contractor (and his sub-contractors) may risk a work stoppage.

STAMFORD TOWN CENTER

When all prerequisite documents are assembled, the general contractor can deliver them to the Tenant Coordination office for review. It is requested that the general contractor obtain a copy of the Construction Rules and Regulations and review them prior to the Pre-Construction Meeting.

Pre-construction Meeting: It is the Landlord's intention to ensure a smooth and steady construction process for each individual Tenant. The Tenant's construction drawings have been through an extensive review process to confirm compliance with the Landlord's criteria. During the Pre-Construction meeting the general contractor will be made aware of the Tenant / Landlord relationship and the obligations the general contractor has while acting as the Tenant's construction agent. Any concerns should be addressed at this time. All preventive measure outlined at this meeting can save time and money in the long term.

1. A Pre-Construction Meeting between Tenant Coordination and the general contractor is a scheduled meeting. Arrangements must be made 48 hours in advance so that the tenant coordinator can arrange its staff and coordinate the meeting.
 - a. Specific requirements will be discussed during the Pre-Construction Meeting. The general contractor is responsible for ensuring that all sub-contractors involved with construction are fully aware of all information contained in this manual.
 - b. The Landlord approved construction drawings will be reviewed during this time. The general contractor will be made aware of all general and written comments on these drawings. All comments shall be incorporated into the actual store construction. One set of these approved documents must be kept on the job site at all times.
 - c. A copy of the pre-opening construction completion list will be provided identifying typical Punch List issues that must be corrected prior to store opening. This document will be used throughout construction to identify deficiencies that must be corrected.
2. Complete the lease line inspection and acceptance forms with Tenant Coordination.
3. Landlord's "Construction Rules" signboard will be posted in space at all times.
4. Site specific information (**see addendum**).
5. Contractor shall provide a full-time superintendent to be on the jobsite throughout all phases of the construction of the tenant's premise.

General Rules and Regulations

The following Rules and Regulations shall be strictly adhered to during all phases of Tenant Construction:

1. Construction shall comply in all aspects with applicable federal, state, county and/or municipal statutes, ordinances, regulations, laws and codes.
2. Tenants, Tenant Contractors and their employees are expected to act in accordance with any and all regulations established by Center Management.

3. All rooftop equipment and support steel shall be approved by Landlord and painted in accordance with the Landlord's schedule.
4. Tenant's installing rooftop equipment shall identify such equipment with Tenant's name and space number using two inch high, black vinyl letters.
5. All Tenant Contractors will enter through designated Service Areas.
6. Workers are not allowed to carry tools, construction material or other equipment through the **Common Mall Concourse**.
7. **LANDLORD'S RIGHT TO STOP CONSTRUCTION**: The Landlord reserves the right to stop construction at any time for safety or aesthetic reasons or if Contractor or Subcontractor's representatives violate the rules and policies contained in this manual. See page 3 (i.e. labor harmony is required)

Premises Acceptance (Walk-Through) see addendum

1. Utility Tie-in Locations
 - Sprinkler Line
 - Fire Alarm
 - Domestic Water
 - Sanitary Line
 - Kitchen Waste
 - Vent Line (if applicable)
 - Toilet Exhaust Vent (if applicable)
 - Telephone Service
 - Electric Service
 - Gas Line (if applicable)
2. Lease Lines
 - Review of Demising Studs (after concrete slab pour)
3. Existing Conditions
 - Roof Retainer
 - Lease Line Pavers / Concrete Slab
 - Neutral Piers (Reveals)
 - Service Area, Dumpster Location
4. Designated Loading Dock and Routing of Material Deliveries

5. Project specific meters and devices (see addendum for “Scheduling Sheets”).
 - Electrical: Landlord shall meter (see approved electrical drawings)
 - Fire Alarm Tie-in: Tenant shall use Landlord’s fire alarm vendor for final tie-in. (see approved plumbing drawings)
 - Water: Tenant shall install a water meter (see approved plumbing drawings)
6. Premises Acceptance Form: Demolition and / or construction can cause unintentional damage. To protect both parties from any damage claims, representatives of the Landlord (Tenant Coordination) and general contractor will inspect the Tenant space before construction. Existing conditions within the tenant space and the adjacent area will be inspected, and noted with the date on the Premise Acceptance Form. From this date forward, the general contractor will be responsible for protecting the listed items and any other areas the general contractor or subcontractors occupy.

Overview: Site Logistics (material deliveries, trash removal, etc.) must be coordinated in strict compliance with Landlord’s General Contractor, Mall Management / Security. Failure to schedule material deliveries, trash removal may hinder completion of your project. See addendum (pages 22-24) for appropriate form and notification procedures for:

- **Concrete pours;**
- **Drywall delivery(s)**
- **R.T.U. deliveries;**
- **Other material deliveries.**

Construction

Security: Tenant’s General Contractor is responsible for securing premise to prevent any theft or damage.

Barricades

1. Tenants conducting construction shall provide sufficient barricade(s) to protect their work. It is recommended that an 8’ high plywood barricade be erected.
2. The Tenant Contractor may move the barricade out three feet from the lease line for work on the storefront. This shall be accomplished in a stable and professional manner and under supervision of Center Management. The barricade must remain rigid, squared, and plumb throughout store construction.
3. Contractor shall cover the top of the barricade. If it becomes necessary for Center Management personnel to clean the area in front of the store during construction because of construction debris or dirt, the Contractor will be charged the applicable billable rate for the time and material expended on the cleanup.
4. The exposed mall flooring shall be covered by plywood, carpet or Masonite to prevent damage to it.

STAMFORD TOWN CENTER

5. If there is no adjacent corridor or service door to be installed, the Contractor may install a door in the barricade. This door shall be equipped with a device to ensure the door remains in a closed position at all times. This will prevent unauthorized personnel from entering the site and help contain dust within the space.
6. If the space has a service corridor door, the door must remain closed and locked at all times.
7. No signage is allowed on the barricade except that which is installed or approved by the Landlord.
8. The Tenant General Contractor will be responsible for disassembly and removal of the barricade as directed by Center Management.
9. Upon completion of the job and following removal of the barricade, it is the Contractor's responsibility, if required, to paint the soffit above the Tenant's space. (see material and paint specifications)

Demolition / Space Preparation: Excavation shall be required for underground plumbing and structural footings / foundations. See addendum for Scheduling Sheet.

1. Demolition shall not interfere with the daily operation of adjacent Tenants or center common areas. BE aware of work that may cause excessive vibrations, which can damage to adjacent tenant spaces and/or surrounding areas.
2. Remove all existing electrical, mechanical, plumbing and other utilities and equipment to the source. Do not abandon any unused equipment.

Noise & Odors

1. If excessive noise or odors are identified by the tenant coordinator, the general contractor will cease such operations immediately.

Concrete (see addendum for Scheduling Form)

The general contractor is required to be present during the entire concrete pouring process to ensure that concrete contractor is aware of and complies with the following requirements:

1. Routes into mall from concrete truck shall be as designated by Tenant Coordination.
2. All concrete pours shall be scheduled with the Tenant Coordination a minimum of 48 hours in advance.
3. Layout of any "new" tenant spaces on grade shall be performed in accordance with the Landlord's Space Layout. The concrete slab must be made ready to fully accept the bottom track of the demising wall.
4. Concrete trucks must be located outside of the curb around the perimeter of the building or at designated loading dock. No trucks will be allowed on the sidewalks or curbs.
5. All Concrete Contractors shall put down visqueen and plywood along the route the concrete is cared through the Center to the Tenant's premises. This shall include the area around and directly below the truck.
6. When pumping concrete to the site, provide wood blocking below the coupling flanges. The

flanges shall not rest on the deck or existing concrete sub.

7. No concrete carts or wheelbarrows will be allowed through the main Center entrances at any time.
8. Concrete trucks are absolutely forbidden to wash out or dump any unused concrete on any portion of the Center property.
9. Only Gas with catalytic or propane powered concrete buggies are allowed within the project building.
10. Floors on grade: All slabs on grade shall consist of concrete with a minimum strength of 3,000 PSI, a minimum 4" thickness with 6" x 6", w2.0 WWF. Steel reinforcing and a visqueen vapor barrier (minimum 4 mil.) on compacted fill. Tenant shall provide additional sand fill and / or remove excess as required. A petroleum based (bituminous) coating shall be applied at the base of all steel columns.

Demising Walls (see addendum for Scheduling Sheet)

1. At Tenant's expense, the Landlord will install 6" metal studs, 16" o.c., and floor to structure above. The general contractor shall verify that the drywall contractor installs a minimum of one layer 5/8" fire-rated gypsum board, fire taped and spackled from floor to ceiling. Finished demising walls shall be installed in such a manner that the resulting partition will provide a fire-rated enclosure to the roof or floor structure above.
2. The demising wall will be located per dimensions indicated on the Landlord's Space Layout drawing. Any dimensional inconsistencies between the Space Layout drawing and the Landlord approved construction drawings should be brought to the immediate attention of Tenant Coordination.
3. Demising walls do not possess any structural value. The general contractor shall provide structural reinforcement if Tenant's construction is to be attached to or supported from the demising wall. Structural drawings must be approved by the Landlord's structural engineer.
4. The general contractor shall schedule "new" demising wall installation with Tenant Coordination. Floor conditions must be level and structurally sound to accept the bottom metal track.
5. The area above the ceiling is used as a return-air plenum, the number and size of the return air opening will be indicated on the Landlord approved construction drawings. The general contractor shall install Landlord specified fire dampers at Tenant contractor expense or secure these openings with screening specified by Tenant Coordination.
6. Standards may not be recessed into any fire-rated demising walls. A second layer of drywall must be used to conceal the standards.
7. Tenants are to provide neutral pier reveals at the storefront. The general contractor shall repair any damage to the neutral pier reveal (or soffit) caused by demolition or construction.
8. An expansion joint shall be incorporated into walls if an expansion joint exists within the space. Since demising walls are fire rated, the general contractor shall verify code requirements with the local building department. Landlord approval is required for the aesthetic treatment of any expansion joint details.

Service Doors / Rear Exit (if applicable)

1. Rear service / exit doors and frames shall be commercial grade, "B" label construction with a minimum size of 3' x 7'. All doors shall be equipped with a door closer located on the tenant (interior) side of door. All exit doors shall have appropriate fire exiting hardware. Verify code requirements with the governing agency.
2. After installation of Service / Exit door, Tenant shall restore service corridor to original condition using Mall EFIS contractor.
3. Service / Exit door shall be finish painted a color specified by Landlord and labeled by the Landlord with store name as specified by Center Management. (see addendum)
4. A doorbell must be installed at service corridor doors to alert Store Personnel of deliveries.
5. A recessed vestibule is required at all internal service corridors. This vestibule is considered to be part of the service corridor assembly and must be constructed in compliance with the applicable. A sprinkler head is required in the vestibule.
6. 4' high metal corner guards are required at both returns into the vestibule. Vestibule walls shall be restored to original fire-rated condition.

Electrical (see addendum for Scheduling Form)

The general contractor shall ensure that the electrical contractor is aware of and complies with all Landlord comments on the Landlord approved construction drawings.

1. Tenant, at its expense, shall furnish and install a complete electrical service from Landlord's secondary distribution equipment to a point within the leased premises. This work shall include, but not to be limited to, installing Landlord specified disconnect switch at Landlord's distribution equipment and conduit and conductors of sufficient capacity for Tenant's requirements. Conductors will be one continuous run from the disconnect to Tenant's disconnect. The type and size of the electrical service will be as specified on the Landlord's approved construction drawings. Tenant Coordination will designate location of the power source to the space and required labeling. This will be same for telephone and music services.
2. All wiring shall be in Landlord provided conduit (rigid or EMT). Flexible conduit may not be used for extended runs or in lieu of conduit in partitions. Flexible conduit may be used in lengths not to exceed 6' for finish connections only.
3. Temporary power may be available from a source designated by Tenant Coordination. Any temporary electrical wiring located outside the leased premises shall be placed in a metal casing. All temporary wiring used during construction (e.g. phone, power, service, etc.) shall be in conduit and removed before project completion.
4. All circuit panels must be balanced. Balancing will be verified by Tenant Coordination and Electrical Contractor.

Floor / Deck (see addendum for Scheduling Form)

1. Verify with Tenant Coordinator the approved type of waterproofing material and Tenant's waterproofing contractor. All toilet room floors where adjacent to demising walls are to be waterproofed with an elastomeric membrane. Waterproofing must extend a minimum of 4" up all wall surfaces.
2. All kitchens, food preparation and serving areas must have a waterproof membrane. Waterproof membrane shall be installed by the Landlord's designated contractor at Tenant expense.
3. Floor drains are required in all toilet room and kitchen areas. The floor shall be sloped to the drain to ensure proper drainage.
4. Some on-grade slabs contain conduit / piping for telephone, electrical, plumbing, etc. Coordinate any cutting and drilling through slabs with Tenant Coordinator. A detection survey may be required.
5. Transitions between dissimilar floor materials shall be smooth and flush. The use of transition or reducer strips is not permitted.
6. The general contractor shall field verify the existence of expansion joints within the space. Some floor slabs are fire-rated. Verify that expansion joints meet all code requirements. Landlord approval is required for aesthetic treatment of this joint.
7. Mall pavers may be available for repairs to match existing m all pavers at the storefront. Such pavers shall be available with the approval of Tenant Coordination. The General Contractor will reimburse Tenant Coordination the applicable charge for any replacement pavers required. This is for replacing existing pavers or extending beyond lease line.

Ceilings (see addendum for Scheduling Form)

Ceiling construction cannot be attached to the center's finished soffit, or roof deck above, as these components are not designed to support additional loads. Ensure that ceilings are supported from the building's structural steel, bar joist, purlin etc., and are not attached to the roof deck or soffit in any fashion.

1. If the area above the ceiling is used for a return-air plenum, the general contractor must ensure that all ceiling components are plenum rated.
2. Maintain access to all Tenant and Center equipment above the ceiling per all codes and maintenance requirements. Coordinate access panel locations with Tenant Coordinator, the building inspector, and Landlord approved construction drawings.
3. The maximum ceiling clearance will be designated on the Landlord's space layout. If Tenant desire ceiling elevations higher than those permitted. Relocation of plumbing, electrical, mechanical, fire protection, etc. will be at Tenant's expense.
4. An expansion joint must be incorporated into the ceiling construction if present within the space. The general contractor shall verify code requirements with the governing agency. Landlord approval is required for aesthetic treatment of this joint.

5. Do not remove or relocate any existing support hangers.
6. Structural Heights (see addendum).

Gas (see addendum for Scheduling Form)

A gas manifold has been provided. Tenant Coordinator shall direct the general contractor on the routing, type of support, etc., for this piping.

1. Locations of gas manifolds (see addendum)
2. Exposed pipes in service areas shall be painted to match adjacent surfaces.
3. Enclosure requirements should be verified with the local government agency. Vented Shafts, chases, etc., may be required along the route.

Hazardous Materials (see addendum for Scheduling Form)

1. The identification, handling, and disposal of hazardous materials, as determined by federal, state, county and / or city statutes, ordinances, regulations, laws and codes, are the responsibilities of the general contractor.
2. Tenant Coordinator will request Manufacturer Safety Data Sheets (MSDS) on certain materials, especially floor tile and adhesives (mastic). The general contractor shall ensure that all materials used in the store construction are identifiable, the MSDS's are already available (on the job site), and the applicable MSDS sheets are provided to Tenant Coordination.
3. All materials used in construction shall be "ASBESTOS FREE". Materials listed as "non-asbestos" are unacceptable and shall not be used for construction.

HVAC (see addendum for Scheduling Form)

The general contractor shall ensure that the HVAC / mechanical contractor is aware of and complies with all comments on the landlord approved construction drawings.

1. Placement of any mechanical equipment on the roof shall be scheduled with Tenant Coordination. The design loads of the roof typically do not support loads greater than 25 PSF. Plywood laid across the roof with a "moon buggy" supporting the unit is a minimum. Loads greater than 200 pounds will require a crane and / or helicopter.
2. HVAC equipment that produces a discharge or requires a drain shall be tied into the building's drainage system. Roof equipment cannot drain onto the roof as this eventually causes damage. Tie-in requirements shall be coordinated through Tenant Coordination.
3. All roof equipment (new or used) shall be painted (see addendum). Each piece of equipment will be labeled with store name and space number on two sides each facing the roof hatch and high monitor roof. Two inch, black vinyl letters will be used.
4. All process exhausts, hood exhausts, equipment vents and other contaminate exhausts when permitted by Landlord shall discharge vertically to the atmosphere, 20' minimum, horizontally away from any fresh air intakes, properly dispersing odors or fumes away from the site. A duct extending higher than the tallest air intake may be required if the 20' distance cannot be achieved. This may also be true for longer distances as each location is

field coordinated.

5. Provide clear access to all equipment in ceiling space.
6. Contractor will provide access panels to all Landlords' equipment and shut off valves.
7. If required, ceiling plenum unit heaters will have a thermostat set at 55°F.
8. When the system is ready for start-up, Tenant Coordination shall be notified at least 24 hours in advance, allowing time to schedule an operational inspection. The system shall be 100% operational before store opening.

Plumbing (see addendum for Scheduling Form)

The general contractor shall verify that the plumbing contractor is aware of and complies with all Landlord comments on the Landlord's approved construction drawings.

1. Excavation for all sub grade plumbing (kitchen waste and sanitary lines) shall be coordinated by this office. (Remove all excess soils to on off-site location).
2. Tenant Coordination will designate sanitary, domestic water and other utility lines to be used. These utility lines may exist outside the leased premises.
3. Work requiring access into adjoining Tenant spaces shall be negotiated by the general contractor through Tenant Coordination with the appropriate store manager and / or owner. Any damage caused by this work shall be corrected by the general contractor at his expense.
4. Ensure that all sanitary clean outs are exposed and remain accessible. Since many trades can affect this requirement, the general contractor shall ensure that all subcontractors are aware of any existing clean outs. Coordinate locations with Tenant Coordination after demolition.
5. The Tenant Plumbing Contractor shall install a Landlord specified domestic water meter in the Tenant space that reads in gallons. Such meter shall be located no more than 3 ft. above the floor and include shut-off valves. Meter and valves are to be accessible at all times.
6. All supply water lines, exposed or concealed, shall be insulated. Ensure that this insulation material is plenum rated.
7. The general contractor shall ensure that the plumbing contractor does not leave any uncapped or open sanitary or vent lines, etc. Unnecessary clean-up can be costly and offensive.
8. Floor drains must be installed in all restroom floors.
9. After Mall Grand Opening all core drilling must be done before 9:00 AM or after 9:30 PM, so as not to interfere with normal operation of the center.

10. Copper, steel, or cast iron or any other code-complying metal shall be used for all piping. Use of plastic (PVC) pipe shall be as defined on Landlord approved construction documents.
11. When construction is completed, all sanitary lines shall be "routed out". Written notification, indicating date and time shall be provided to Tenant Coordination before barricade is removed.

Roof Deck

The general contractor shall coordinate any work that requires modifications to the existing roof with Tenant Coordination. The general contractor must use the center's roofing contractor for all roof modifications. The general contractor shall ensure that all applicable subcontractors (i.e., HVAC, mechanical, electric, etc.) are aware of the roof requirements.

1. ALL roof penetrations that are made need to be made water tight that same day until the completion of that roof work. No penetration is to remain open at any time regardless of the weather.
2. Typically, any openings in the roof greater than 12" x 12" require additional steel reinforcing. This steel shall be installed before cutting the roof. Drawings showing the roof framing must be approved by Landlord's structural engineer.
3. The general contractor shall coordinate access to the roof for his subcontractors. Access shall be through the applicable roof hatches and must be coordinated with Tenant Coordination.
4. Pipes conduit, ducts, antennas or other equipment shall penetrate vertically through the roof directly to the serviced equipment below. Any material installed horizontally across the roof is subject to immediate removal.
5. Antennas are permitted on the roof as identified in the lease or only after a "Roof Access Agreement" has been executed between the Landlord and the Tenant. This includes satellite dishes, music dishes, and any other transmission or receiver devices.
6. All crating materials, unused equipment trash, debris, etc. shall be removed from the roof upon completion of work by the general contractor. A "clean-up" fee will be assessed if removal of debris equipment, etc., is performed by Center Management.
7. Equipment of any kind shall be carried over the roof expansion joints. Do not drag, drop or manhandle any equipment across the roof. The cost of repairs for damage caused by any tenant subcontractor will be deducted from the general contractor's construction deposit.
8. Any use of a crane or helicopter must be coordinated through Tenant Coordination.
9. Equipment placed on the roof shall not be visible from any location on the center site or perpetual property. Coordinate equipment placement with Tenant Coordination.

Fire Alarm

1. All life safety requirements associated with the tenant's construction are based on the initial code review of the base building. Smoke exhaust, egress routes, etc. are unique to this Center. Any Tenant system that requires attachment to the Center systems shall be coordinated with Tenant Coordination. The general contractor and his subcontractors shall be aware of all comments on the Landlord approved construction drawings.
2. Changes to the base building life safety system may require a life safety inspection by the local building inspectors.
3. Tenant's General Contractor shall utilize fire alarm contractor as designated by Landlord. See addendum for vendor name, phone number and contact information.

Sprinkler System

The general contractor shall ensure the fire protection contractor is aware of and complies with all comments on the Landlord approved construction drawings.

1. The general contractor shall ensure that the fire protection subcontractor submits drawings to the Landlord's insurance underwriter (**see addendum**). Approval must be obtained before Tenant opening.
 - **All plans must be approved before tenant's opening.**
2. Many Tenant spaces have more than one sprinkler main within the space. The Tenant Coordinator shall designate the sprinkler main to be used.
3. Permanent system isolation valves are required in each tenant space. They should be located in an area that does not invite tampering and will be tagged and capped.
4. The sprinkler system is monitored by the local fire department, center security, and various alarm companies. Contractors must not tamper with these systems.
5. The general contractor shall contact Tenant Coordinator not less than 48 hours in advance to schedule a sprinkler system drain down to tie-in the Tenant system. For information on sprinkler drain down fees and any special requirements (**see addendum**).
6. Sprinkler systems will not be drained on weekends, holidays, nights or when the center is open to the public. Systems may be drained between the hours of 7:00 a.m. and 9:00 a.m. Sprinkler systems must be charged and reported back in service not later than 9:30 a.m. earlier drain downs can be arranged.
7. Before a shut down for final connection can occur, the system shall be hydrostatically tested and made ready for "tie-in". The general contractor shall schedule a date and time for the system shut down, which shall be scheduled a minimum of 48 hour in advance with Tenant coordinator prior to connection to the sprinkler main.
8. A minimum of two fire extinguishers must be located on the job site during construction.

Storefront

The General Contractor shall ensure that the integrity of the bulkhead is not jeopardized by configuration of the storefront.

1. Excavation for all storefront footings shall be coordinated by this office. (Remove all excess soils to an off-site location)
2. The center soffit is not designed to support any additional loads. The Tenant's storefront may not be attached to any part of the center soffit.
3. Damages caused by demolition or construction to Landlord's service corridor, soffits, or Mall pavers shall be repaired to a "like new" condition. The general contractor shall coordinate any repairs with the Tenant Coordinator. If these items are not addressed before project completion, repair cost will be deducted from the general contractor's construction deposit.
4. Storefront construction may not extend beyond the lease line or permissible projection area unless approved by the Landlord.
5. The general contractor shall ensure that the sign contractor is aware of all comments on the Landlord's approved sign shop drawings. Landlord approval is required before sign fabrication. Failure to submit shop drawings may prohibit the storefront sign from being installed. Temporary signs will not be permitted for store openings.
6. Storefront neutral pier reveals shall be furnished and installed by the tenant upon completion of their storefront.
7. The Tenant's General Contractor shall insure access to all Landlord equipment existing adjacent to the storefront or within the Tenant space.
8. The Tenant's General Contractor is responsible for final cleaning of the storefront and floor pavers at his storefront prior to opening.

Structural Modifications

Structural modifications to the center require approval from the Landlord's structural engineer. Penetrations in roof or bearing walls, etc., greater than 12" x 12" require structural reinforcing before commencing work. It is imperative that structural work be coordinated in advance with the Tenant Coordinator.

1. Those tenants desiring to make changes to the base building structure must submit to the Landlord drawings and specifications from a certified engineer for approval. (refer to Lease Agreement Exhibit "B")
2. The following conditions are applicable;
 - a. Duct shaft penetrations
 - b. Exterior wall penetrations
 - c. Extra ordinary loads (i.e. safes, vaults, transformers, water heaters, mezzanines, etc.)
 - d. Relocation of structural members.

3. Excessive loading caused by transformers, safes, mezzanines, HVAC units, etc., require approval from the Landlord's structural engineer. Structural beams, purlin, joist, etc., shall not be modified by the contractor unless specifically noted on the Landlord's approved construction drawings.

Telephones

1. All telephone cables outside the tenant premises shall be in conduit.
2. At least 1" EMT conduit is required from Tenant space to Landlord's telephone room.
3. Access to Landlord's telephone room is through the Security Department via approval by Tenant Coordination.
4. Granite Telecommunications is the provider for all phone and internet connectivity. They can be contacted at:

Phone: 855-GRT-GRID / (855) 478-4743

This is the general number that directs callers to our Network Operations Center where they handle everything from prospective clients (calls/leads forwarded to sales), to customers with general inquires, speed change requests, and repair requests.

24/7 Customer Service: Phone: (866) 847-5500

This is Granite's general 24/7 customer service line. They handle all inquiries and repairs throughout Granite.

General Center Requirements

Deliveries / Trash Removal

1. Remove all excess soils to an off-site location.
2. All delivery routes to the construction site will be designated by Tenant Coordination. The general contractor shall ensure that all project subcontractors are aware of these routes. Coordinate deliveries with Tenant Coordination.
3. Loading docks shall be used for all deliveries unless approved by Tenant Coordination. The general contractor shall verify door size openings from the service area to the construction site, to ensure that all types and sizes of materials can be delivered to the space. Tenant Coordination will designate the appropriate service area for deliveries.
4. Service areas shall be used only for loading and unloading construction materials. Any vehicle parked more than 30 minutes with no activity will be towed at the general contractor's expense.
5. Deliveries to the Tenant space shall be made through the service corridors to the rear door (where possible). When authorized by Tenant Coordination, deliveries will be permitted through the center common area after 9:30 p.m. and before 9 a.m.
6. Delivery carts used in the center shall be equipped with soft rubber tires. Carts with steel wheels are not permitted. Cost of floor repairs for damage caused by deliveries will be deducted from the general contractor's construction deposit. If your course of travel through

STAMFORD TOWN CENTER

the center is over an expansion joint, a 1/2" sheet of 4' x 8' plywood is required to cover the expansion joint.

7. Customer entrances to the center shall not be used for material deliveries. Special conditions may warrant exceptions but **prior authorization from Tenant Coordination is required before delivery.**
8. The general contractor shall ensure that any dirt, litter, or tire tracks left from deliveries shall be cleaned by the responsible contractor. If clean-up is not performed within a reasonable time, center cleaning personnel will perform the work and the cost will be deducted from the general contractor's construction deposit.
9. Trash / debris shall be deposited in dumpster(s) provided by Landlord at truck dock.

Inspections

1. Tenants work shall be subject to inspection by Tenant Coordination and other Landlord designated representatives at any time during construction.
2. Landlord's right to stop construction. While it is not the Landlord's intention to hinder or stop construction, if any Landlord or Center criteria are in question or the public's welfare has been compromised, the Landlord reserves the right to stop construction.

Security

1. Access to barricades, roof hatches, telephone rooms, electric closets, etc., shall be coordinated through center security. Authorization for entry will be given by Tenant Coordination. The Contractor shall be required to give the Security Officer his name, company, and reason for entering the secure area.
2. The general contractor is responsible for securing the construction site at all times. Contractors shall safeguard / secure all tools, materials, supplies, etc. The center will not be responsible for any items lost or stolen.
3. The center hours of operation are 10 a.m. to 9 p.m. Access outside of normal hours shall be coordinated through Security and authorized by Tenant Coordination. Construction work is permitted 24 hours a day provided there are no disruptions to the center or adjacent tenants daily operation.
4. Conduct of all contractors involved with tenant construction is the responsibility of the general contractor. Rude, disrespectful, or loud behavior will not be tolerated. The general contractor shall ensure that all requests by Tenant Coordination shall be complied with immediately.
5. All lunch breaks, coffee breaks, etc., by contractors shall be confined to the construction site. Any contractors seen lounging in the common area will be asked to move into the construction site.
6. All contractors are required to wear appropriate construction clothing and protective equipment. It shall be understood that shirts, safety shoes, hard hats, long pants, etc., will be worn at all times.

Parking – Tenant, Tenant's Contractors shall park in designated areas. See addendum (page 24) for locations.

Project Completion

Stocking / Merchandising

1. The Landlord cannot be responsible for Tenant's merchandise. Merchandise may not be stored outside the confines of the leased space.
2. Debris associated with merchandising must be discharged in the waste dumpsters designated by Tenant Coordination. Refuse and cardboard dumpsters are available for Tenant use when the Tenant signs up for service by Center's designated contractor.
3. Tenant Coordination will designate the loading dock and route from dock to space.
4. The center's normal hours of operation are 10 a.m. to 9 p.m. Monday through Saturday and Noon to 6 p.m. for Sunday. If merchandising is performed outside of these hours the store manager must notify center.

Store Opening Inspection

1. The store must be 100% completed, fully cleaned and ready for business before the barricade is removed. The general contractor will coordinate a walk-through with Tenant Coordination, before project completion to define deficiency corrections. The pre-opening construction completion checklist will be reviews at this time to ensure that all landlord issues and deficiencies have been corrected prior to store opening.
2. A final inspection by Tenant Coordination to schedule barricade removal and to verify completion of the pre-opening checklist is required. The inspection must be scheduled 48 hours in advance of the desired barricade removal. A copy of the completed building permit and / or the Certificate of Occupancy shall be presented to the management office before the inspection.
3. The general contractor's construction deposit will not be processed for return until an air balance report and all Landlord issues are resolved. Allow at least sixty (60) days for processing return of construction deposits. Tenants will be notified on all returned construction deposits.

Tenant Construction Rules

Barricades

1. All tenant barricades must remain in a sealed condition.
2. Barricades for Tenant space not having a back door may have a front door that must be secured and locked each night and kept closed during Center hours by Contractor.
3. The storefront barricade cannot be removed prior to construction completion and store opening. Removal by the General Contractor must be coordinated with Center Management.

Doors / Deliveries

1. Center doors are not to be propped open at any time by contractors or workmen. Security, Facilities and Cleaning personnel have been instructed to remove doorstops. Damage to doors will be charged to contractor.
2. All construction materials for tenants must be brought through back door, using the designated receiving route.
3. If Tenant's space has no back door, materials, concrete and store fixtures may be brought through the front door of Tenant barricade. However, the common area floors must be PROTECTED and CLEANED by the contractor prior to 9:00 am each day.
4. Deliveries of construction materials will not be allowed through any public entrances after 9:00 a.m.
5. If the delivery route is over an expansion joint, a 1/2 " sheet of 4' x 8' plywood is required to cover the expansion joint.
6. Delivery of oversized fixtures or materials unable to be routed through existing service entrances and corridors must be arranged with Center Management in advance.
7. Service Area loading docks are to be used for unloading equipment and materials only. No parking in these areas is permitted. If a vehicle is left unattended for thirty (30) minutes or more, it will be towed.

Personnel Demeanor

1. Construction worker, Tenants, and tenant contractors are expected to act in accordance with any and all regulations established by Center Management.
2. Abuse, disrespect, or insulting action toward customers, tenants, fellow workers or Center personnel will not be tolerated.
3. Tenant Contractors in violation of any rules will be subject to forfeit all or a portion of the security deposit and a complete construction shutdown.
4. This is a smoke free environment
5. All work shall be done within the confines of the Tenant's barricaded space. **No work will take place in the common area of the center.**

Rubbish / Debris

1. Construction companies may not dump construction debris in any other space. Construction debris and materials must be placed into designated construction dumpsters.
2. Provisions must be made to ensure all dirt, dust, and other construction-related debris is kept within the area of construction.
3. If excess noise or odors are identified by Tenant Coordination to be coming from the construction site, the general contractor's superintendent will take immediate action to rectify the situation.

Tools

1. No wheelbarrows or wheeled vehicles are permitted within the common area during Center hours. (ALL WHEELED VEHICLES MUST HAVE RUBBER TUBES)
2. Tools and construction materials must not be transported through the common area of the Mall unless approved by Tenant Coordination.
3. Tools and construction materials must be stored in the tenant's space at all times and are not allowed to be stored in the Center or Service Areas at any time. The use of gas (catalytic converter equipped only) and propane equipment is permitted. Verify approval with Tenant Coordination.

Waste Removal / Trash

1. General trash / construction debris can create safety and fire hazards. The general contractor shall ensure that the construction site is policed and debris removed to provide a safe, sanitary construction site.
2. Debris shall be confined to the Tenant's leased premises. Holding or storing trash in exit corridor, adjacent Tenant spaces, service areas, or other areas will not be permitted. Trash found in these areas will be immediately removed as requested by Tenant Coordination. If the general contractor fails to comply, Tenant Coordination will remove the trash. The cost for removal will be deducted from the general contractor's construction deposit.
3. The general contractor shall coordinate the use of trash dumpsters with Tenant Coordination. Cost, location, time schedules, etc. shall be fully understood by the general contractor, who is responsible for policing and cleaning the dumpster area.
4. The center trash compactors in the service areas are not designed to accommodate construction trash and debris. Use of these compactors is not permitted during demolition or construction.

PRE-OPENING PUNCH LIST COMPLETION CHECKLIST

Tenant _____ Space No. _____

- Repair Damage to Landlord’s roof (retainer & roof surfaces) and pavers.
- Clean Storefront and Transition Channel.
- No exposed unfinished edges of any materials permitted, for example: polish all marble edges, miter all joints, and finish veneer all raised plywood panels.
- Relocate / conceal all mechanical devices, not to be visible at storefront.
- No visible sensomatic, security, or customer counting devices permitted.
- Battery packs on exit and emergency lights must be recessed or remote-located.
- Provide flush transition at all changes in finish floor materials. No reducer strips permitted.
- Signage is to be fabricated and installed in compliance with Landlord’s approved sign shop drawings. Visible fasteners, weep holes, or visible light sources and manufacturer labels are not permitted.
- Service door and vestibule are finished and painted per Landlord’s specifications.
- Rooftop equipment is labeled with the tenant’s name and Space No. and painted per Landlord’s specifications. Payment for all roof work completed.
- Fire Alarm Test Certificate (sprinklers).
- Provide Hydrostatic Test Certificate (sprinklers).
- Water meter installed in an easily accessible and readable location within the leased premises.
- All external concrete or paver walkways are complete.
- See back for additional comments.

Inspected: _____
Mall Representative Tenant’s Construction Superintendent

Date: _____

***Items not corrected by the tenant contractor prior to store opening will be corrected by Mall Management and deducted from the contractor’s security deposit.**

STAMFORD TOWN CENTER

ADDITIONAL COMMENTS:

**Statement of Receipt of Tenant Construction Manual
Premise Acceptance / Walk-Thru**

I have received a copy of Stamford Town Center Tenant Construction Manual regarding general information, procedure, rules and regulations for Tenant construction at the Center. I understand the contents of this manual and that Center Management reserves the right to change or modify any of these policies.

The general contractor is responsible for ensuring that all subcontractors involved with construction are fully aware of all information contained in this manual.

Also, I understand that Center Management reserves the right to stop construction at any time for safety or aesthetic reasons or if Contractor or a contractor representative violates the rules and policies contained in this manual.

Contractor Representative Signature

Date

Center Management

Date

Tenant

Location

**TENANT CONSTRUCTION MANUAL ADDENDUM
For Stamford Town Center
(‘H’ Building)**

FM Global

500 River Ridge Drive
Norwood, MA 02062
Phone: (781) 440-8000
Fax: (781) 440-8718

Include the following on (Cover Letter) submittal accordingly: (for quick processing)

Stamford Town Center
Taubman Company
Index # 20650.52

Connecticut Power & Light

Ed Finelli – (203) 845-3484

Roofer

New England Masonry and Roofing
John Ciaralli – (203) 729-2266

Gas

Yankee Gas
Jay Heller – (888) 292-6533

Telephone

Granite Telecommunications: (855) GRT-GRID / (855) 478-4743
24/7 Customer Service #: (866) 847-5500

Fire Alarm

Simplex-Grinnell
Adolph Hank – (860) 438-3225

Scheduling Sheet

Note: 48 hour notification required.

cc:	1.	Mall Management: Richie Pape – (203) 964-0813
		• Facilities
		• Security
	2.	Konover Construction: Ross Mezzanotte – (203) 353-1536

Date:	_____	Delivery Date:	_____
Tenant:	_____	Dock/Staging Area: *	_____
Space #:	_____	Time of Day:	_____
Contact:	_____	Duration:	_____
Phone #:	_____	*See attached <u>Site Plan</u> (page 24) for clarifications.	

Street Use Permit Required (if applicable): _____

Private Security (if applicable): _____

Special Equipment: _____

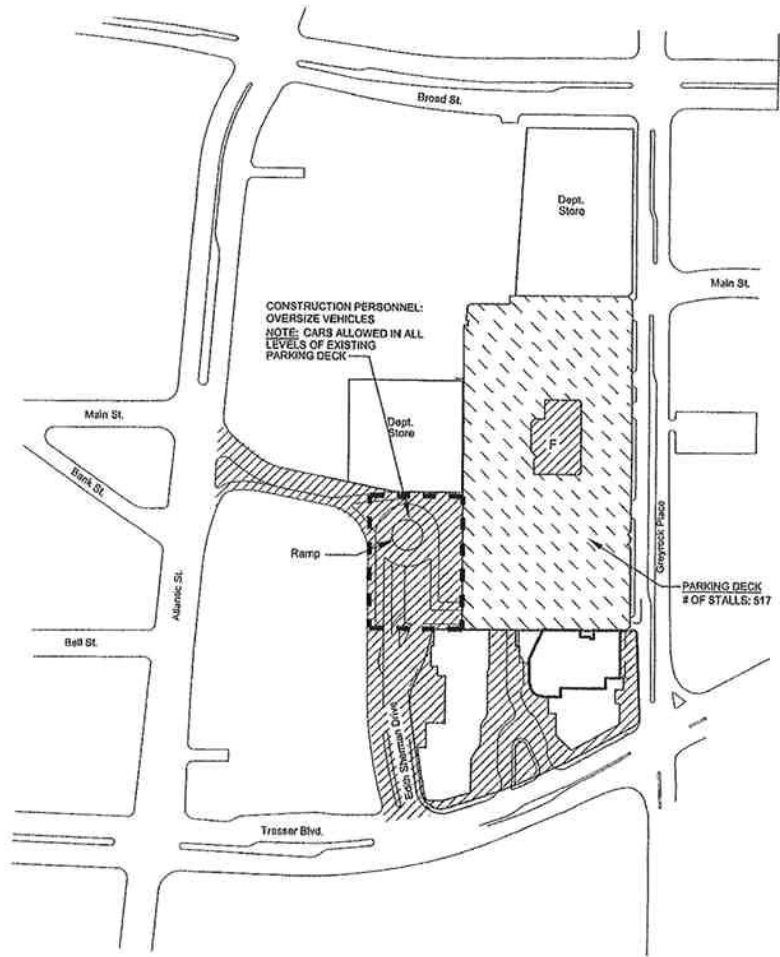
Tasks: (identify “Task” Below)

- Mobilization (G.C. Office/Gang Boxes, Barricades, Work Tables, Telephone, Electric)
- Excavation Activities (Underground Plumb, Footings)
- Plumbing – Pipe for:
 - a. Kitchen Waste
 - b. Sanitary Waste
 - c. Copper (water)
 - d. Vent
 - e. Gas Piping
- Concrete
 - a. Footings/Foundations
 - b. Slab
 - c. Fill (material mixed)
- Steel
 - a. Columns
 - b. Beams
 - c. Miscellaneous Framing
 - d. Coping/Trim

STAMFORD TOWN CENTER


- Brick / Block / Stone (Masonry)
- Scaffolding / Lifts
- Sheet Metal (Supply, Return, Toilet Exchange Ducts)
- Metal Framing (Studs, Miscellaneous Metals, Etc.)
- Electrical
 - a. Wire
 - b. Conduit
 - c. Transformers
- Roof Top Equipment (Note: Penetrations to be completed by N.E. Masonry & Roofing)
 - a. Air Handling Units
 - b. Make-Up Air Units
 - c. Condenser Units
 - d. Exhaust Fans
- Insulation
 - a. Rigid
 - b. Batt
 - c. Blow-in
- Drywall / Sheetrock / Gypson Board
- E.I.F.S. (Façade Materials)
- Sprinkler / Piping
- Acoustical Materials
 - a. Ceiling Tiles
- Kitchen Equipment (rough)
 - a. Hoods
 - b. Duct
 - c. Equipment (rough)
 - d. Ansul System
- Plumbing (Fixtures)
- Electrical (Light Fixtures)
- H.V.A.C. (Diffusers, Props, etc.)
- Fixtures / Cabinetry / Counters
- Tables / Chairs
- Tile / Marble / Stone
- Carpet
- Artwork

STAMFORD TOWN CENTER



STAMFORD TOWN CENTER



AN URBAN RETAIL DEVELOPMENT
STAMFORD, CONNECTICUT
SITE PLAN OF SHOPPING CENTER
 CRITICAL ACCESS WAY

LEVEL 23