



THE **M A L L** AT  

---

UNIVERSITY TOWN CENTER

# **TENANT CONSTRUCTION**

# **RULES & REGULATIONS**

# CONSTRUCTION RULES AND REGULATIONS

## Construction Prerequisites

Required Documents.....	3
Insurance Requirements.....	3
Pre-Construction Meeting.....	4
General Rules.....	4
Premises Acceptance.....	6

## Construction

Barricades.....	7
Demolition.....	7
Noise & Odors.....	7
Working Hours .....	8
Concrete.....	8
Demising Walls.....	8
Service Doors/Rear Exit.....	9
Electrical.....	9
Floor/Deck.....	10
Ceilings.....	10
Gas.....	11
Hazardous Materials.....	11
HVAC.....	11
Plumbing.....	13
Roof Deck.....	14
Smoke Detectors & Life Safety.....	14
Sprinkler System & Fire Protection.....	14
Storefront.....	15
Structural Modification.....	15
Telephone.....	16

## General Center Requirements

Deliveries.....	16
Inspections.....	16
Security.....	17

## Project Completion

Stocking / Merchandising.....	18
Store Opening Inspection.....	18

## Pre-Opening Punchlist..... 19

## Tenant Construction Manual Addendum..... 20

## CONSTRUCTION RULES AND REGULATIONS

### 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:**

A blanket policy for the amount not less than \$2,000,000.00 for any one occurrence

**Comprehensive Automotive Liability:**

Include 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 in the amount of \$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)*

**TB Mall at UTC, LLC**

**The Taubman Company, LLC**

**T.H. Marsh Construction Co.**

3. Submit required workman's compensation documentation as regulated by your state law, an amount not less \$2,000,000.00 and any additional amounts as required by other applicable statutes.
4. Submit a three thousand-dollar (\$3,000.00) deposit check for Retail/Food Court Tenants and five thousand-dollar (\$5,000.00) for Restaurant Tenants, made payable to **TB Mall at UTC, LLC**.
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.

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.

## CONSTRUCTION RULES AND REGULATIONS

### 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 measures 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 by the Tenant General Contractor with Matt Lamberti of T.H. Marsh at 248-251-4287 or mlamberti@thmarsh.com **72 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 (SEE ATTACHED) 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 (further specifications will be provided by Tenant Coordination at Preconstruction Meeting).
4. Site specific information (will be provided by Tenant Coordination).
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:**

**The following rules and procedures shall be strictly adhered to during all phases of Tenant Construction:**

1. Construction shall comply in all respects 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 Tenant Contractors will enter through designated Service Areas (coordinate with tenant coordination)
4. Workers are not allowed to carry tools, construction material or other equipment through the **Common Mall Concourse** unless authorized by Tenant Coordination.
5. **LANDLORD'S RIGHT TO STOP CONSTRUCTION**  
Landlord reserves the right to stop construction at any time for safety or aesthetic reasons or if Contractor

## CONSTRUCTION RULES AND REGULATIONS

or Subcontractor's representatives violate the rules and policies contained in this manual.

### 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 corridors, adjacent to Tenant spaces, service areas, or other areas will not be permitted. Trash found in these areas shall 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. Center Operations will install wet and dry dumpsters within the service courts close to Grand Opening to handle the debris associated with the operating center. The center trash dumpsters in the service areas are not designed to accommodate construction trash and debris. Use of these dumpsters is not permitted during demolition or construction.
5. Prior to Grand Opening, Landlord will provide Construction and Merchandising Debris dumpsters for intermingled materials. If separation of material is required for LEED participation, all additional costs will be at tenant expense.

### Tools

1. No wheelbarrows or wheeled vehicles are permitted within the common area.
2. **ALL WHEELED VEHICLES MUST HAVE RUBBER TIRES.**
3. Tools and construction materials must not be transported through the common area of the Mall unless approved by Tenant Coordination.
4. 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 not permitted at any time.

### Personnel Demeanor

1. Construction workers, 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. No smoking will be permitted within the center.**
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.**

## CONSTRUCTION RULES AND REGULATIONS

### Premises Acceptance Walk-Through

1. Utility Tie-in Locations
  - a. Sanitary sewer stub and grease kitchen waste stub (if applicable).
  - b. Grease kitchen exhaust duct stub (if applicable).
  - c. Plumbing vent stub.
  - d. Domestic cold water stub.
  - e. Fire protection sprinkler system main.
  - f. Fire alarm junction box.
  - g. Central gas utility company metering manifolds.
  - h. Central electric utility company distribution centers (277/480 Volt, 3 phase, 4 wire)
  - i. Central telephone company distribution boards.
  - j. VAV Air Duct Stub.
  - k. Toilet exhaust.
  - l. Return Duct Openings.
  - m. Central Grease Interceptor Facility (if applicable).
2. Lease Line
3. Existing Conditions
  - A. Mall Soffit
  - B. Lease Line Flooring and Adjacent Finishes
  - C. Neutral Piers (Reveals)
  - D. Service Corridor, Service Area, Dumpster Location
4. Designated Loading Areas and Routing of Material Deliveries, including offsite parking and staging area (to be provided by tenant coordination)
5. Project specific meters and devices, by Tenant.
  - A. Water Meter – Furnished by Tenant Coordination at Tenant's expense
  - B. Electric Meter
6. Metal Corner Guards – required at back of house corridor vestibules. Corner guards will be purchased from T. H. Marsh Construction Co.
7. Premises Acceptance Form **(See Tenant Precon Packet):**

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.

## CONSTRUCTION RULES AND REGULATIONS

### CONSTRUCTION

#### Barricades

1. Tenants conducting construction after mall opening shall provide a temporary barricade. Specification of the temporary exterior barricades to be determined.
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 the 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 exterior grade materials to prevent damage to it.
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 patch and paint the soffit above the Tenant's space. (For material and paint specifications-coordinate with Facility Management)

#### Demolition (if applicable)

1. Demolition shall not interfere with the daily operation of adjacent Tenants, Residential, Office or center common areas. Be aware of work that may cause excessive vibrations, which can cause 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.

#### Working Hours

1. Contractor shall coordinate with Tenant Coordination for all activities after 5pm during the week and for all work being performed on Saturday. At no time should parties be on site during these times without the prior knowledge of Tenant Coordination.

## CONSTRUCTION RULES AND REGULATIONS

### Concrete

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 (coordinate with Tenant Coordination)
5. All Concrete Contractors shall put down visqueen and plywood along the route the concrete is carted/pumped 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 slab.
7. Concrete trucks are absolutely forbidden to wash out or dump any unused concrete on any portion of the Center property (coordinate with Tenant Coordination).
8. Gas with catalytic or propane powered concrete buggies are allowed within the project building only if approved by Tenant Coordination.

### Demising Walls

1. At Tenant's expense, the Landlord will install metal studs, 16" o.c., 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. Standards may not be recessed into any fire-rated demising walls. A second layer of drywall must be used to conceal the standards.
6. Landlord will provide neutral pier reveals for the Tenant to install at the storefront. The general contractor shall repair any damage to the neutral pier reveal (or soffit) caused by demolition or construction.



## CONSTRUCTION RULES AND REGULATIONS

7. 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) All work by tenant General Contractor.**

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.
3. Service/Exit door shall be finished painted a color specified by Landlord and labeled by the Landlord with store name as specified by Center Management. (Coordinate with Facility Management and Tenant Coordination))
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**

**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. Included in the acceptance of the Tenant's premises will be conduits for Power and Data back to the Electrical and Telephone closets that will service the Leased Premises. Upon mounting and terminating the Tenant equipment within the leased premises and completing the conduit run, Tenant shall furnish and install, under the supervision of Landlord Subcontractor, conductors of sufficient length and capacity for Tenant's requirements to the Landlord furnished secondary equipment for terminations by the Landlord Subcontractor at Tenant's expense. Circuit Breaker for Tenant service shall be furnished by Tenant and turned over to Landlord Subcontractor for installation at Tenant's expense. The type and size of the electrical service will be as specified on the Landlord's approved construction drawings. Tenant Coordination will designate required labeling.
2. All wiring shall be in 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 will 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.
5. Access to electrical room will be provided by Tenant Coordination or Center Security.

### **Floor / Deck**

## CONSTRUCTION RULES AND REGULATIONS

**All penetrations through any concrete floor slabs must be coordinated with Tenant Coordination. Core drilling, saw cutting, jack hammering, bush hammering, chipping, etc., are not permitted without prior approval. The general contractor must perform a field survey of the area below any proposed floor penetration to verify the existence of any electrical, mechanical, etc., equipment.**

1. 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. Waterproofing Membrane product data must be approved by Tenant Coordination. Tenant General Contractor must perform a flood test of all Waterproofing Membrane installed witnessed by Tenant Coordination.
2. All kitchens, food preparation and serving areas must have a waterproof membrane. Waterproofing Membrane product data must be approved by Tenant Coordination. Tenant General Contractor must perform a flood test of all Waterproofing Membrane installed witnessed by Tenant Coordination.
3. Floor drains are required in all toilet room and kitchen areas. The floor shall be sloped to the drain to ensure proper drainage. All floor penetrations in food service/preparation areas and toilet rooms shall have Water tight sleeves extending a minimum of 4" above finish floor.
4. Transitions between dissimilar floor materials shall be smooth and flush. The use of transition or reducer strips is not permitted.
5. 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.
6. Mall flooring may be available for repairs to match existing mall flooring at the storefront. Such flooring shall be available with the approval of Tenant Coordination. The General Contractor will reimburse Tenant Coordination the applicable charge for any replacement flooring required. This is for replacing existing flooring or extending beyond lease line.
7. Anti-Fracture Membrane - Floor Isolation: It is recommended to install an Anti-Fracture Membrane at the column lines, transitions between the structural slab/geo-foam supported slabs and any shrinkage cracks that are evident. Depending on the condition and exposure of the area it may be beneficial to treat an entire area.

### Ceilings

**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. 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.
2. The maximum ceiling clearance will be designated on the Landlord's space layout. If Tenant desires ceiling elevations higher than those permitted, relocation of plumbing, electrical, mechanical, fire protection, etc. will be at Tenant's expense. Use of Center's subcontractors will be required.
3. 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.
4. Do not remove or relocate any existing support hangers.
5. Structural Heights (**See Base Building Drawings and verify in field**)

## CONSTRUCTION RULES AND REGULATIONS

### Gas (if applicable)

**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 Base Building Drawings and verify in field).
2. No exposed pipes shall be permitted in service areas.
3. Enclosure requirements should be verified with the local government agency. Vented shafts, chases, etc., may be required along the route.

### Hazardous Materials

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

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

Heating, Ventilating, and Air Conditioning:

1. Tenants designated to receive Supply Air from the Landlord's Central VAV system.
  - i) The leased premises are served from the Landlord's Central VAV system, which will deliver supply air at an average temperature of 55 degrees (+/- 2 deg.), during regular Shopping Center business hours, through medium velocity Tenant Supply Air (TS) duct mains from designated Landlord rooftop air handling units. Level 1 Tenant's will be allowed 0.90 CFM/square foot, and Level 2 Tenant's will be allowed 0.95 CFM/square foot.
  - ii) Each Leased space shall be provided with a minimum of one (1) 16" diameter Tenant Supply duct tap, with larger Tenant spaces being provided with multiple duct taps of varying quantities, depending on the size of the space. Any unused Tenant VAV duct taps shall be capped and sealed air tight. Air may not blow freely from any tap unless a VAV unit is attached.
  - iii) The Landlord will furnish each Tenant with project standard Variable Air Volume (VAV) Terminal Unit(s) and terminal unit temperature sensor(s) for installation by the Tenant's contractor. Each VAV Terminal Unit shall include DDC Controller compatible with the Landlords (BAS) Building Automation System. The Tenant contractor will be required to sign a receipt for the VAV Terminal Unit(s) and temperature sensor(s).
  - iv) An insulated metal spiral duct (minimum of 3-4 feet of straight duct) will connect the VAV terminal unit to the 16" diameter TS duct tap. The Tenant contractor shall ensure that this duct is not installed with any dips, bends, or turns, as any "kinks" may cause the VAV unit to become inoperative, or drastically impair the efficiency of the unit.

## CONSTRUCTION RULES AND REGULATIONS

- v) The Tenant shall design and install a standard low-velocity air distribution system for the leased premises from the VAV Terminal Unit(s), which will operate via the DDC controls provided, and shall be tied into the Landlord's BAS system for monitoring operation of the VAV(s).
  - vi) Each Leased space will be provided with a minimum of one (1) BAS junction box (colored orange), that is part of the Landlord's VAV Terminal Unit BAS communications loop (orange conduit). One junction box is provided for VAV duct tap, and shall be in close proximity to the Landlord's VAV system duct main.
  - vii) The Tenant contractor shall install conduits from the VAV Controller to the orange J-box and the temperature sensor for each VAV unit. The Landlord will provide all control wiring to the Tenant, at the Tenant's expense. This will include both the communication wire between the VAV controller and the orange J-box, and the temperature sensor wire from the sensor to the VAV controller.
  - viii) The Landlord's BAS contractor will make **all final wiring terminations** at the both the VAV Controller, and the BAS orange J-box, all at the Tenant's expense. **The Tenant, and its contractor, are no time to make any of these BAS communication wiring connections.**
  - ix) The Landlord has provide a toilet exhaust (TE) air round duct main routed through, or into the Tenant space, with a minimum 6" diameter duct. The Tenant will make a connection for their exhaust fan to this Landlord TE duct by an acceptable industry standard method, and seal the connection air tight. Any unnecessary damaged to the Landlord's TE duct will be repaired by the Landlord's HVAC contractor at the Tenant's expense.
  - x) The Tenant shall provide exhaust fans to satisfy exhaust requirements for toilet rooms or odors generated within the premises. Exhaust fans shall be located within the leased premises. Exhaust air discharge shall be restricted to connect to the toilet exhaust (TE) ducts provided by Landlord.
  - xi) Ductwork in Tenant's public areas shall be concealed. Standards of construction shall be in accordance with Latest ASHRAE and SMACNA Guides.
2. If Applicable - 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.
  3. .If Applicable - 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. Restaurants have condensate drain taps located within the second floor ceiling area. Tenant shall extend tap thru roof and provide roof sump w/ dome strainer to receive Tenant equipment condensate drain. Tenant shall repair roof with Mall Roofing Subcontractor. Tie-in requirements shall be coordinated through Tenant Coordination.
  4. If Applicable - All roof equipment (new or used) shall be painted. 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(coordiante with Facility Management and Tenant Coordination)
  5. All equipment shall be contained within Tenant's premises unless coordinated with Tenant Coordination.
  6. All process exhausts, hood exhausts, equipment vents, and other contaminated 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.
  7. All supply and fresh-air ductwork shall be insulated and all ductwork on all levels shall be installed in concealed space above ceilings. All air supplied to Tenant's area by its equipment shall not migrate to the public mall or adjacent spaces.
  8. Standards of design and construction shall be in accordance with latest ASHRAE and SMACNA Guides.
  9. Provide clear access to all equipment in ceiling space.

## CONSTRUCTION RULES AND REGULATIONS

10. Contractor will provide access panels to all Landlord's equipment and shut off valves.
11. 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.
12. An air-balance of the system must be performed by an independent temperature controls contractor as required by Tenant Coordination, with a certified air-balance report submitted to Tenant Coordination before the store opens. The general contractor's deposits will not be processed for return until this report is received.

### Plumbing

**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. Plumbing fixtures and accessories shall be of commercial quality and shall be of a water-conserving type as follows:
  - i) Water closets shall be limited to a maximum flow rate of 1.28 GPF.
  - ii) Urinals shall be limited to a maximum flow rate of 0.125 GPF.
  - iii) Lavatories shall be limited to a maximum flow rate of 0.5 GPM
2. Water heaters shall be electric, except Food and Beverage Service Tenants where gas units may be permitted, if gas is available, and the Tenant has direct access to the roof for gas flue discharge.
3. Floor drains (4") shall be provided in toilet rooms and kitchens, and/or other rooms with water supply.
4. Provide heat tracing on all pipe subject to freezing
5. Provide water hammer arrestor behind access panel in Tenant restrooms
6. Food and Beverage Service Tenants shall further provide:
  - i) Cast-iron grease traps within the leased premises.
  - ii) Gas service, if required by Tenant, including meter and branch line extension from the project manifold designated by Landlord to leased premises. Landlord has provided future gas lines from Service Court Gas Manifolds to designated locations within the building for use and extension by food and beverage tenants.
7. Tenant Coordination will designate sanitary, domestic water and other utility lines to be used. These utility lines may exist outside the leased premises.
8. 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.
9. Ensure that all Landlord 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.
10. The Tenant Plumbing Contractor shall install a **Landlord supplied domestic water meter** in the Tenant space that reads in gallons. Such meter shall be located no more *than 5 ft. above* the floor and have shut-off valves. Meter and valves are to be accessible at all times. Meter shall be connected, via conduit and control wiring, to the Tenant's VAV Terminal Unit controller for interfacing into the Landlord's BAS system. The conduit and wiring shall be installed by the Tenant's contractor, with final wiring terminations at the VAV Controller being provided by the Landlord's BAS contractor at the Tenant's expense. The control wiring shall be provided by the Landlord to the Tenant, at the Tenant's expense.
11. All supply water lines, exposed or concealed, shall be insulated. Ensure that this insulation material is plenum

## CONSTRUCTION RULES AND REGULATIONS

rated.

12. 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.
13. Floor drains must be installed in all restroom floors.
14. 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 (coordinate with Facility Management and Tenant Coordination).
15. Copper, steel, or cast iron or any other code-complying metal shall be used for all piping. Use of plastic (PVC) pipe is **prohibited** above ground within the building. PVC may only be used below the ground on Level 1.
16. 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 (FORM PROVIDED).

### Roof Deck

**The general contractor shall coordinate any roof penetrations with Tenant Coordination. The General Contractor must use the center's roofing contractor for all roof modifications at the Tenant General Contractor's Expense. The general contractor shall ensure that all applicable subcontractors (i.e., HVAC, mechanical, electric, etc.) are aware of the roof requirements.**

### Smoke Detectors (if applicable)

1. All life safety requirements associated with the tenant's construction are based on the initial code review of the base building. Smoke detector, 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.

### 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 General Information Sheet**) Approval must be obtained before Tenant opening.
  - a. **All plans must be approved before tenant's opening.**
2. The sprinkler system is monitored by the local fire department, center security, and various alarm companies. Contractors must not tamper with these systems.
3. 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 General Information Sheet**).
4. Sprinkler systems will not be drained on weekends, holidays, nights or when the center is open to the public. **Systems drainage hours are to be verified with Onsite Tenant Coordinator.** Sprinkler systems must be charged and reported back in service no later than 9:30 a.m. Earlier drain downs can be arranged.
5. Before a shut down for final connection can occur, the system shall be hydrostatically tested and made ready for

## CONSTRUCTION RULES AND REGULATIONS

"tie-in". The general contractor shall schedule a date and time for the system shut down, which shall be scheduled a minimum of 48 hours in advance with Tenant Coordinator. A copy of the approved hydrostatic test will be given to Tenant Coordinator prior to connection to the sprinkler main.

6. A minimum of two fire extinguishers must be located on the job site during construction.

### Storefront/Counter front

**The General Contractor shall ensure that the integrity of the bulkhead is not jeopardized by the configuration of the Storefront/Counter front.**

1. 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.
2. Damages caused by demolition or construction to Landlord's service corridor, soffits, or Mall tile shall be repaired to a "like new" condition. The general contractor shall coordinate any repairs with Tenant Coordinator. If these items are not addressed before project completion, repair cost will be deducted from the general contractor's construction deposit.
3. Storefront construction may not extend beyond the lease line or permissible projection area unless approved by the Landlord.
4. 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.
5. Storefront neutral pier reveals will be supplied by the Landlord and installed by the tenant upon completion of their storefront (as needed).
6. The Tenant's General Contractor shall insure access to all Landlord equipment existing adjacent to the storefront or within the Tenant space.
7. 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.***

***It is imperative that structural work be coordinated in advance with 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.).
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

## CONSTRUCTION RULES AND REGULATIONS

contractor unless specifically noted on the Landlord's approved construction drawings.

### Telephones

1. All Tenant Telephone services shall be procured thru Single Digits (**See General Information Sheet**).

### GENERAL CENTER REQUIREMENTS

#### *Deliveries*

***Delivery Hours: Coordinate with Facility Management and Tenant Coordination 48 Hours prior to delivery. Prior to Grand Opening, truck staging areas will be provided***

1. 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.
2. *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.
3. 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.
4. 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. Coordinate with Facility Management and Onsite Tenant Coordinator.
5. 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 the center is over an expansion joint, a ½" sheet of 4' X 8' plywood is required to cover the expansion joint.
6. 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.**
7. 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.

### 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.



## CONSTRUCTION RULES AND REGULATIONS

### 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. **Verify Operation Hours with Onsite Tenant Coordinator.** Access outside of normal hours shall be coordinated through Security and authorized by the 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. Absolutely no alcohol, drugs, weapons or smoking is permitted on center property.
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 in accordance with OSHA standards. It shall be understood that shirts, safety shoes, hard hats, long pants, etc., will be worn at all times.
7. All General Contractor superintendent/foreman, who will be their company's fulltime representative onsite, are required to attend a safety orientation conducted by Tenant Coordination. General Contractor is then responsible for training all of their subcontractors and vendors on the safety rules and regulations identified during the safety orientation. A copy of which will be given to the General Contractor for their training of subcontractors. Hardhat stickers denoting successful completion of this safety orientation must be visible at all times, on hardhats, on all workers. This sticker will identify those workers as having completed the safety orientation and help Tenant Coordination identify those workers who are in unauthorized areas of the Mall (e.g. – common areas). Workers without hardhat stickers will be removed from the project site until they have obtained the required training by the General Contractor.

## CONSTRUCTION RULES AND REGULATIONS

### 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. Prior to Grand Opening, Landlord will provide Construction and Merchandising Debris dumpsters for intermingled materials. If separation of material is required for LEED participation, all additional costs will be at tenant expense.
3. Tenant Coordination will designate the loading area and route from area to space.
4. **Verify Operation Hours with Onsite Tenant Coordinator.** If merchandising is performed outside of these hours the store manager must notify center security.

#### 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** (SEE ATTACHED) will be reviewed 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. This 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 Tenant Coordination before the inspection.
3. The general contractor's construction deposit will not be processed for return until an air balance report, as-built drawings, 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.

### **REFER TO THE CONSTRUCTION CRITERIA AND GENERAL INFORMATION FOR FURTHER INFORMATION**

## CONSTRUCTION RULES AND REGULATIONS

### PRE-OPENING PUNCH LIST COMPLETION CHECKLIST

Tenant \_\_\_\_\_ Space No. \_\_\_\_\_

- City/County Inspections Approved (HVAC\_\_\_\_, Electric\_\_\_\_, Plumbing\_\_\_\_, Sprinkler\_\_\_\_ Health\_\_\_\_, Building\_\_\_\_, Other \_\_\_\_\_)
- Water meter installed in an easily accessible and readable location within the leased premises
- Gas meter (IF APPLICABLE) installed in an easily accessible and readable location within the leased premises
- HVAC system balanced, Exhaust Hood Balancer Installed, Provide air balance report
- Temporary power removed
- Tenant sub-grade elevation certifications (IF APPLICABLE)
- Clean Storefront
- Battery packs on exit and emergency lights must be recessed or remote-located
- Signage is to be fabricated and installed in compliance with Landlord's approved sign shop drawings
- Service corridors complete (Corridor clear and damage repaired). Service door and vestibule are finished and painted per Landlord's specifications
- See back for additional comments.

Inspected: \_\_\_\_\_  
Center Representative Tenant's Construction Superintendent

Date: \_\_\_\_\_

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

## CONSTRUCTION RULES AND REGULATIONS

### STATEMENT OF RECEIPT OF TENANT CONSTRUCTION MANUAL

I have received a copy of University Town Center Tenant Construction Manual regarding general information, procedures, rules and regulations for Tenant construction at the Center. I understand the contents of this manual and that Center Management / Tenant Coordination 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 / Tenant Coordination 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 / Tenant Coordination

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant

\_\_\_\_\_  
Space Number