



CHARLESTON PLACE GENERAL INFORMATION

Landlord's Tenant Coordinator

The role of the Tenant Coordinator is to serve as liaison between Landlord and the Tenant, Tenant's architect and Tenant's contractor. All plans and correspondence concerning Tenant's construction are to be submitted to the Landlord's Tenant coordination Department.

Tenant Coordination

Charleston Center

John Treter, Director

200 East Long Lake Road

Bloomfield Hills, MI 48303-0200

P.O. Box 200

Main Phone: (248) 258-6800

Fax: (248) 258-7301

Direct Phone: (248) 258-7415

Email: Jtreter@taubman.com

Landlord's Field Coordinator

It is the role of the field Coordinator to provide the tenant's architect and contractor with an on-site liaison. Prior to commencing construction, the Tenant's contractor must check in with the Field Coordinator to obtain a list of rules and regulations, coordinate activities such as floor slab pour and subsequent installation of party wall studs and to review the Landlord's approved working drawings filed on site. A close working relationship between the Field Coordinator and the Tenant's general contractor is essential in order to maintain an orderly progression of work.

Maintenance and Engineering Director (800) 611-5545

Leo Germain, Facilities Director

(843) 724-8115

Hotel (843) 724-8115

Listed below is the name and address of the local governing agency. Drawings must conform to all applicable local and national codes. The local building officials should be contacted to find out what codes apply to the building of your store.

BUILDING DEPARTMENT

For Mercantile:

City of Charleston

75 Calhoun Street

Charleston, SC 29401

(843) 724-3754

Website: www.ci.charleston.sc.us

For Food Operations:

South Carolina Department of Health & Environmental Control

3 Charleston Center Drive

Charleston, SC 29401

(843) 579-4500

Website: www.scdhec.net

Jobsite (Buildings A,B,C & D)

205 Meeting Street, Charleston, S.C., 29401

It is the purpose of this handbook to assist the Tenant in the preparation of design, construction plans, and specifications to meet the requirements of the Landlord and the various governing authorities.

This Tenant Handbook and the Tenant Criteria Package should be forwarded to the Tenant's architect as soon as possible. It is essential, because of the magnitude of this project, that the Tenant begin the process of design and working drawings at the earliest possible date.

An early submission of drawings for Landlord review and approval could off-set any delays and extra costs due to unforeseen trade and material shortages, and premium wages in order to complete the Tenant's store on time.

Should there be any questions after reviewing the information presented in the Tenant's Handbook and Criteria Package, please contact the "Tenant Coordinator" at the Landlord's office.