



STAMFORD TOWN CENTER
PRE-CONSTRUCTION
MANUAL

Stamford Town Center

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.

Building Permit

A building permit and/or a demolition permit issued by the local building department.

Insurance Certificate

A Certificate of Insurance and a Workers' Compensation Certificate, if regulated by the state.

Construction Deposit/Fees

A \$5,000 refundable deposit is required against contractor damage to Center property. A trash fee of \$2.50 per square foot is required to cover demolition through build-out. A facilities maintenance fee of \$983.74 for store front up to 25 ft. and \$1,276.20 for store front over 25 ft. is required. Sprinkler shutdown fee is \$531.75, and water main fee is \$400. Any damage to the barricade panel is \$ 225, and any damage to the barricade door is \$ 275. All checks should be made payable to Stamford Town Center.

Landlord Approved Construction Drawings

Using the form from Appendix B, record the names of all sub-contractors used by the General Contractor during the construction process. Designate sub-contractors by trade. 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 Center Management office for review. It is requested that the General Contractor obtain a copy of the Construction Rules and Regulations and review them before the Pre-Construction Meeting.

**Insurance
Requirements**

The tenant, tenant's General Contractor, and sub-contractors involved with the construction process are responsible for obtaining the proper insurance. Liability requirements can be satisfied by a primary policy or primary policy plus an umbrella policy. The following minimum amounts are required.

Workers' Compensation

As regulated by state law, an amount not less than \$2,000,000, and any additional amount as required by other applicable state laws. If Workers' Compensation is state regulated, the policy shall contain an endorsement waiving all rights or subrogation against the landlord and all the parties listed below

Comprehensive General Liability

A Blanket policy for an amount not less than \$2,000,000, per occurrence.

Comprehensive Automobile Liability

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

Bodily Injury (Personal Injury or Death) in the amount of \$2,000,000 per occurrence.

Property Damage in the amount of \$2,000,000 per occurrence.

Additional Insured

All insurance policies (except workers' compensation) shall include **Rich-Taubman Associates**, and **The Taubman Company, LLC** as additional insureds.

Certificate Holder

Should read: **Rich-Taubman Associates**
d/b/a Stamford Town Center
100 Greyrock Place
Stamford, CT 06901

Demolition or construction may not commence until this statement is properly indicated on the insurance certificate.

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 taken at this meeting could save time and costs in the long-term.

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.

The landlord approved construction drawing will be reviewed during this time. The General Contractor will be made aware of all stamped and written comments on these drawings. All comments shall be incorporated into the actual store construction.

Upon completion of the Pre-Construction Meeting, the General Contractor will accompany the landlord's representative to the leased premises. Logistics, mechanical and electrical services, existing conditions, etc. will be reviewed at this time. The General Contractor and Landlord's representative will review storefront lease line conditions and make note of any existing damage (i.e. soffit, neutral piers, terrazzo tile, etc.). The Premises Acceptance Form will be completed and the General Contractor will be responsible for the premises from this date forward.

Premises Acceptance Form

Demolition and/or construction can cause unintentional damage. To protect both parties from any damage claims, representatives of the Landlord (Facilities Director) 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 Premises Acceptance Form. From this date forward, the General Contractor will be responsible for protecting the listings items and any other areas the General Contractor or sub-contractors occupy.

Construction

Barricades

The landlord shall provide a pre-fabricated, full-height barricade at the storefront. Before demolition, the General Contractor shall install a visqueen dust barrier from floor to ceiling along the entire inside of the barricade, and maintain during the entire course of construction.

The General Contractor is responsible for maintaining the area surrounding the barricade. If dirt or dust escapes from the construction site into the Center common area, the General contractor may be charged a “clean-up” fee for clean-up performed by Center personnel.

All barricade doors (including rear exit doors) shall remain closed during construction activity. This will prevent unauthorized personnel from entering the site and help contain dust within the space.

The General contractor will be responsible for any barricade damage caused by demolition or construction. If any damage exists before demolition, the General Contractor should notify the Center’s Facility Director immediately.

When the barricade inhibits storefront construction, it may be moved away from the storefront lease line. The barricade must remain rigid, square, and plumb throughout store construction. Contractor is responsible for moving barricade out and installing maximum 40” wing walls.

Any common area tile exposed as a result of the barricade relocation must be protected. Plywood, carpet, masonite or other durable material specified by the Facilities Director shall be utilized.

Relocation or removal of the storefront barricade will be authorized by the Facilities Director and must be scheduled at least 24 hours in advance. Relocation and removal is the responsibility of the contractor. Barricade removal is only allowed prior to store opening. All penetration into mall soffit must be patched and painted.

Additional signage may not be installed on the barricade exterior unless authorized by the Center's General Manager.

If any portion of the store remains open during construction, a barricade is required between the construction activity and the public. This barricade will consist of metal studs and gypsum board, fully taped, spackled, and painted. The General Contractor shall verify all code requirements (entrance/exit routes, fire protection, etc.) before the barricade is installed. In the event the Center Management staff determines the public's welfare is compromised, all construction will be stopped.

Demolition

No demolition shall take place during Center operating hours. Be aware of work that may cause excessive vibrations, which can damage adjacent tenant space and/or surrounding areas.

Remove all existing electrical, mechanical, plumbing, and other utilities and equipment to the source. Do not abandon any unused equipment.

**Noise
& Odors**

If excessive noise levels or odors are identified by Center personnel, the General Contractor will take immediately rectify the situation.

Floors

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

All concrete pours shall be scheduled with Center Management a minimum of 48 hours in advance.

Layout of any "new" tenant spaces on grade shall be performed in accordance with landlord's space layout, by the General Contractor or contractor designated by the landlord. The concrete slab must be made ready to fully accept the bottom 4" track of the demising wall.

The route from the concrete track to the site shall be protected with visqueen and plywood. This includes the area directly below the truck trough.

Concrete moving equipment that produces noxious fumes is not permitted in the Center. Only manual equipment shall be utilized.

Sidewalks and curbs are not designed to support the weight of any concrete truck. Please ensure that the driver stages the vehicle appropriately.

When pumping concrete to the site, provide wood blocking below the coupling flanges. The flanges shall not rest on the deck. This should prevent damage to the Center's finished floor.

If possible, "a wash-out site" will be provided. If a site is not available, the concrete truck shall be taken off Center property for washing, rinsing, and cleaning.

All ducts, fire dampers, pipes, cleanouts, etc. shall be protected from concrete exposure. Equipment must not be rendered inoperative or inaccessible due to the concrete pour. The General Contractor shall confirm that all necessary forms are in place before the pour.

Lower Level Slabs

All slabs on grade shall consist of concrete with minimum strength of 3,000 PSI, a minimum thickness of 4", 6"x 6", W1.4 WWF and a visqueen vapor barrier (minimum 4 mill) on compacted fill.

A petroleum based (bituminous) coating shall be applied to all steel column bases.

Upper Level (Supported) Slabs

A 2" depressed area may exist in (new) supported slabs. The General Contractor is responsible for filing and sloping this area to ensure that the tenant's finish floor material is the same elevation as landlord's tile floor.

A bonding agent shall be applied to any surface treated with concrete or cementitious product.

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.

The Facilities Director will designate sanitary, domestic water, air vent, and other utility lines to be used. These utility lines may exist outside the leased premises.

Copper, cast iron, steel or any other code-complying metal shall be used for all piping. **PVC piping may not be used below grade or in return-air plenums.**

All cold water supply lines shall be insulated. Ensure that this insulation material is plenum rated if applicable.

Ensure that all sanitary cleanouts are exposed and remain accessible. Since many trades can affect this requirement, the General Contractor shall ensure that all sub-contractors are aware of any existing cleanouts. Coordinate locations with the Facilities Director after demolition.

The General Contractor shall ensure that the plumbing contractor doesn't leave any uncapped or open sanitary or vent lines, etc. Unnecessary clean-up can be costly and offensive.

Work requiring access into lower level tenants spaces shall be negotiated by the General Contractor with the appropriate store manager and/or owner. Any damage caused by this work shall be corrected by the General Contractor at his expense.

Water meters, if required, shall be installed in each tenant space, located within 5' of the floor and accessible at all times.

When construction is complete, all sanitary lines shall be "rooted out". Written notification, indicating date and time, shall be provided to the Facilities Director before barricade removal.

Piping for Natural Gas

A gas manifold has been provided by the gas company. The Facilities Director shall direct the General Contractor on routes, types of support, etc. for this piping.

Use of natural gas is permitted for cooking (process loads) operations only. The system is not designed to supply:

- Water heaters
- Unit (air) heaters
- Jeweler's torches

Enclosure requirements should be verified with the local government agency. Vented shafts, chases, etc. may be required along the route.

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.

All permanent wiring shall be 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 of 6' for finish connections only.

Temporary power may be available from a source designated by the Facilities Director. 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.

The type and size of the electric service will be specified on the landlord approved construction drawings. The Facilities Director will designate the power source, route from the source to the space, and labeling. The General Contractor and Facilities Director should walk the route to verify the methods of attachment, support, penetrations, etc. are fully understood.

Transformers must be grounded to mall's grounding plate and back hallway.

Electric Meter

A Shark electric meter must be installed as indicated on the space approved drawings. The landlord will provide the meter to the General Contractor for installation. The cost of the meter will be submitted to the tenant for reimbursement to the landlord. This is a required meter. NO SUBSTITUTES ALLOWED.

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.

Any existing equipment to be reused shall be made "like new". This is applicable to air-handlers, condensing units, duct work and any other portion of the HVAC system. The Facilities Director may request that reused ducts be replaced if their integrity can not be maintained.

Placement of any mechanical equipment on the roof shall be scheduled with the Facilities Director. 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. Loads greater than 500 pounds will require a crane and/or helicopter. If a crane can easily reach the unit's destination point, the load requirements are not in effect.

HVAC equipment that produces a discharge or requires a drain shall be tied into the center's drainage system. Roof equipment cannot drain onto the roof, as this eventually causes damage. Tie-in requirements shall be coordinated with the Facilities Director.

All roof equipment (new or reused) shall be labeled with the store name and space number. 2" white vinyl letters will be used on two sides of the equipment.

Exhaust ducts penetrating the roof shall be located at least 20' from any fresh-air intake. A duct extending higher than the tallest air intake may be required if the 20' distance cannot be achieved. Coordinate locations and routes with the Facilities Director.

Central Plant Systems

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

The General Contractor will supply a standard, variable air volume terminal (VAT or VAV) box to the General contractor for use by the tenant. The amount and size will be per the landlord approved construction drawings.

The Facilities Director will determine the supply-air, fresh-air, relief-air taps, etc. to be used. Any unused supply-air taps shall be capped and sealed. Air may not blow freely from any tap unless a VAV box is attached.

A flexible high velocity duct (maximum length 4') will attach the VAV box to the supply-air tap. The General Contractor shall ensure the HVAC contractor does not install any dips, bends, or turns at this attachment. Any "kinks" may cause the VAV box to become inoperative.

The Center's HVAC system supplies air to various areas of the Center and tenant spaces. Attachments into the supply-air must occur when the system is off. Typically, the units are off between the hours of 9 p.m. and 8 a.m. Verify times with the Facilities Director.

When the system is ready for start-up, the Facilities Director shall be notified at least 24 hours in advance, allowing time to schedule an operational inspection. The system shall be 100% operational before the store opening.

**An air balance of the system must be performed by:
James E. Brennan Co., Inc
187 North Main St
Wallingford, CT 06492
(203) 269-1454**

A certified air-balance report **must** be submitted to the Facilities Director before the store opening. The General Contractor's construction deposit will not be processed for return until this report is received. In the event Air Balancing is not used by the General Contractor, the center will hire them and deduct the charge from the construction deposit.

Roof Deck

The General Contractor shall coordinate any work that requires modifications to the existing roof with the Facilities Director. **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, electrical, etc.) are aware of the roof requirements.

Typically, an opening in the roof greater than 12" x 12" requires additional steel reinforcing. This steel shall be installed before cutting the roof. Drawings showing the roof framing must be approved by the landlord's structural engineer.

The General Contractor shall coordinate access to the roof for his sub-contractors. Access shall be through the applicable roof hatches. Ladders, lifts, ropes, etc. shall not be used for access unless specifically approved by the Facilities Director.

Pipes, conduit, ducts, antennas, or other equipment shall penetrate vertically through the roof directly below the serviced equipment. Any material installed horizontally across the roof is subject to immediate removal.

Antennas are permitted on the roof only after an "Antenna Agreement" has been executed between the landlord and the tenant. This includes satellite dishes, Muzak dishes, and any other transmission or receiver devices.

All crating materials, unused equipment, trash, debris, etc., shall be removed from the roof upon completion of work by the General Contractor, who may be assessed a "clean-up" fee if removal of debris, equipment, etc. is performed by center personnel.

Equipment of any kind shall be carried over roof expansion joints. Do not drag, drop, or manhandle any other equipment across the roof. The cost of repairs for damage caused by any tenant sub-contractor will be deducted from the General Contractor's construction deposit.

Equipment placed on the roof shall not be visible from any point on the Center site. Coordinate locations with the Facilities Director.

Fire Protection & Sprinklers

The General Contractor shall ensure that the fire protection contractor is aware of and complies with all comments on the landlord approved construction drawings.

The General Contractor shall ensure that the fire protection sub-contractor submit drawings to the landlord's insurance underwriter. Approval must be obtained before commencing any work.

Many tenant spaces have more than one sprinkler main within the space (both Center and tenant supply lines.) The Facilities Director shall designate the sprinkler supply line to be used.

Permanent system isolation valves are not permitted in the system. Auxiliary drain valves may be used. They should be located in an area that does not invite tampering.

The sprinkler system is monitored by the local fire department, Center Security, and various alarm companies. Contractors must not tamper with these systems.

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 system shut-down, which should be scheduled a minimum of 48 hours in advance, with the Facilities Director.

A shut-down fee shall be charged for each system shut-down. Payment shall be made in the form of a check in the amount specified by the Facilities Director.

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

Please submit sprinkler drawings to the following address as soon as possible:

FM Global
500 River Ridge Drive
P.O. Box 9102
Norwood, MA 02062
Attention: Liuda Beatun
Plan Review
Tel: (781) 440-8000

Life Safety

All life safety requirements associated with the tenant's construction is based on the initial code review of the base building. Smoke detection, smoke exhaust, egress routes, etc. are unique to each center. Any tenant system that requires attachment to the center systems shall be coordinated with the Facilities Director. The General Contractor and his sub-contractors shall be aware of all comments on the landlord approved construction drawings.

Demising Wall

At tenant's expense, the landlord will install 4" 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.

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 the Facilities Director.

Demising walls do not possess any structural value. The General Contractor shall provide structural reinforcement if tenant's construction is attached to or supported from the demising wall. Structural drawings must be approved by the landlord's structural engineer.

The General Contractor shall schedule "new" demising wall installation with the Facilities Director. Floor conditions must be level and structural sound in order to accept the 4' bottom (metal) track fully.

If the area above the ceiling is used as a return-air plenum, the number and size of return-air openings will be indicated on the landlord approved construction drawings. The General Contractor shall secure these openings with a screening specified by the Facilities Director.

Standards may be recessed into any fire-rated demising walls. A second layer of drywall must be used to conceal the standards.

The landlord will/has provide(d) laminated neutral piers at the storefront. **The General Contractor shall repair any damage to the landlord's neutral pier (or soffit) caused by demolition or construction.**

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 used.

**Rear Exit/
Service Doors**

A metal door with a "B" label, commercial grade, 3' x 6'-8" or 7'-0" door is required. Frame and hardware are to conform with similar fire rating. All doors shall be equipped with a door closer located on the tenant (interior) side of door. **All exit doors shall have the appropriate fire exiting hardware. Verify code requirements with the governing agency.**

The General Contractor will ensure that the rear door is painted per the Center's specification. Coordinate labeling of the door with the Facilities Director. This work shall be performed before project completion. If not, the landlord will perform the work and the cost will be deducted from the General Contractor's construction deposit.

Vestibules

the local code may require that the emergency exits be installed in a recessed vestibule. Specific code requirements such as 2 hour ceilings, sprinkler installation, time of installation, etc. may be required. The General Contractor should verify code requirements with the governing agency.

4'-0" x 4"x 4" metal corner guards and 2"x10" wood bases are required at both returns into the vestibule. Vestibule walls shall be painted to match the adjacent corridor. If this work is not completed before the store opening, the Facilities Director will contract the work and the cost will be deducted from the General Contractor's construction deposit.

Floor/Deck

NO CORE DRILLING. POST-TENSIONS SLABS. FLOOR MUST BE X-RAYED PRIOR TO ANY PENETRATIONS.

All penetrations through the supported floor slab must have steel, water-tight sleeves. The sleeve, penetration, and area surrounding

this point shall be made waterproof. Verify with the Facilities Director the approved type of waterproofing material.

Floor drains are required in all toilet room and kitchen areas. The floor shall be sloped to the drain to ensure proper drainage.

Some on-grade slabs contain conduit/piping for telephone, electrical, plumbing, etc. Coordinate any cutting and drilling through slabs with the Facilities Director. A detection survey may be required.

Transitions between dissimilar floor materials shall be smooth and flush. The use of transition or reducer strips is not permitted.

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 of the expansion joint's aesthetic treatment is required before its installation.

Ceilings

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

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. Some governing agencies maintain that fire-treated wood is combustible. Verify the use of wood, plastics, and any other materials used in the plenum with the appropriate government agency.

Maintain access to all tenant and Center equipment above the ceiling per all codes and maintenance requirements. Coordinate access panel locations with the Facilities Director, the building inspector, and landlord approved construction drawings.

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 may be required.

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.

Structural

Structural modifications to the Center require approval from the landlord's structural engineer. Penetrations in decks, roof, bearing

walls, etc., greater than 12"x12" require structural reinforcing before commencing work. It is imperative that structural work be coordinated in advance with the Facilities Director.

Excessive deck/roof loading caused by transformers, safes, mezzanines, HVAC units, etc. requires approval from the landlord's structural engineer. Structural beams, purlins, joist, etc. shall not be modified by the contractor unless specifically noted on the landlord approved construction drawings.

Storefront

The landlord requires a smoke/fire separation at the Center bulkhead. The General Contractor shall ensure that the integrity of the bulkhead is not jeopardized by configuration of the storefront.

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 or neutral piers.

All grille key switches shall be concealed within the storefront design. A door, smooth and flush, covered with the adjacent surface material can be used. All hinges shall be fully concealed from view. Soss type hinges are acceptable. Piano hinges, door hinges, or other visible hinges are not permitted.

Calk, silicone, sealants, etc. are not acceptable materials for finishing glazing butt joints. Glazing clips shall be used in lieu of silicone when required by local building officials. The General Contractor shall ensure that a material sample is submitted to SP&D for approval.

Transitions between materials, angles, breaks, etc. shall be even and clean. The use of caulks, silicone, etc. to fill these transitions is not acceptable.

Any damage caused by demolition or construction to the landlord's neutral piers, soffits, or lease line tile shall be repaired to a "like new" condition. The General Contractor shall coordinate any repairs with the Facilities Director. If these items are not addressed before project completion, repair cost will be deducted from the General Contractor's construction deposit.

Storefront construction may not extend beyond the lease line unless approved by the landlord. Awnings, cornices, moldings, lamps, etc. are to be located within the tenant's leased premises.

Storefront Signs The General Contractor shall ensure that the sign contractor is aware of all comments on the landlord 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.

Phone & Internet Orders for phone, internet and Wi-Fi must be placed with Granite Telecommunications a minimum of 3 weeks prior to construction completion to ensure installation is completed by store opening date.

Granite Telecommunications
Granite Grid 24/7
1-855-GRT-GRID (478-4743)

Hazardous Materials The identification, handling, and disposal of hazardous materials, as determined by Federal, State, County, and/or City statutes, ordinances, regulations, laws, and codes, is the responsibility of the General Contractor. If hazardous materials are identified (e.g. ACMs – asbestos containing materials, PCBs, etc.) the General Contractor shall immediately notify the Center Management Office and appropriate government authority. All work in the affected area must stop and an “action plan” developed before recommencing work.

The Facilities Director requests Manufacturer Safety Data Sheets (MSDS) on materials, specifically floor tile and adhesives (mastic). The General Contractor shall ensure that all materials used in store construction are identifiable, that the MSDS’s are readily available (on the job site), and the applicable MSDS sheets are provided to the Facilities Director. **(All materials used in construction shall be “ASBESTOS FREE”.)** Materials listed as “non-asbestos” are unacceptable and shall not be used for construction.

General Center Requirements

Deliveries

All delivery routes to the construction site will be designated by the Facilities Director. The General Contractor shall ensure that all project sub-contractors are aware of these routes. Coordinate delivery hours with the Facilities Director.

Loading docks shall be used for all deliveries. **The General Contractor shall verify door size openings from the dock to the construction site, to ensure that all types and sizes of materials can be delivered to the space.** The Facilities Director will designate the appropriate loading dock for deliveries.

Loading docks shall be used only for loading and unloading construction materials. Any vehicles parked in the loading dock longer than 15 minutes may be towed at the General Contractor's expense.

Deliveries to the tenant space shall be made through the service corridors to the rear door (where possible). **When authorized by the Facilities Director, deliveries will be permitted through the Center common area after 9 p.m. and before 9 a.m.**

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.

Escalators and passenger elevators are not designed to transport gang boxes, ladders, carts or other construction materials. The General Contractor shall ensure that sub-contractors are aware that escalators and passenger elevators shall not be used for deliveries.

Customer entrances to the Center shall not be used for material deliveries. Special conditions may warrant use of these entries, but prior authorization from the Facilities Director is required before delivery.

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 maintenance personnel will perform the work, and the cost will be deducted from the General Contractor's construction deposit.

Security

Access to barricades, roof hatches, telephone rooms, electric closets, etc., shall be coordinated through Center Security. Authorization for entry will be given by the Facilities Director.

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.**

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 the Facilities Director. Construction work is permitted 24 hours a day, provided there are no disruptions to the Center or adjacent tenant's mode of daily operations.

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 Center Security Personnel are complied with immediately; disputes can be addressed at a later time. Absolutely no alcohol, drugs, or weapons are permitted on Center property.

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 or Center restaurants.

All contractors are required to wear appropriate construction clothing and protective equipment. It shall be understood that shirts, safety shoes, long pants, etc. will be worn at all times.

Parking

The General Contractor shall ensure that all sub-contractors park in designated contractor parking areas. Those vehicles parked in other areas may be ticketed and/or towed at the General Contractor's expense.

Inspections

Tenant's work shall be subject to inspection by Center Management and maintenance staff at any time during construction.

A pre-opening inspection, by a member of the Center Management staff, is required before the store opening.

Landlord's Right To Stop Construction

While it's 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 and its representative reserve the right to stop construction.** Upon resolution of the items questioned, work may resume.

**Waste Disposal/
Trash**

General trash/construction debris can create personnel and fire hazards. The General Contractor shall ensure that the construction site is policed and debris removed to provide a safe, sanitary construction site.

Such debris shall be confined to the tenant's leased premises. **Holding or storing trash in exit corridors, adjacent tenant spaces, loading docks or other area will not be permitted.** If trash is found in any of these areas, immediate removal will be requested by Personnel. If the General Contractor fails to comply, Center Personnel will remove the trash. The cost for removal will be deducted from the General Contractor's construction deposit.

The General Contractor shall coordinate the use of trash dumpsters with the Facilities Director. Cost, location, time schedules, etc., shall be fully understood by **the General Contractor, who is responsible for policing and cleaning the dumpster area.**

The center trash compactors in the loading docks are not designed to accommodate construction trash and debris. Use of these compactors is not permitted during demolition or construction.

Because Center personnel are not permitted to lend center cleaning equipment, we ask that contractors not jeopardize the employee's position by asking to borrow such items.

Project Completion

Stocking/ Merchandising

Merchandise is not permitted in the space until the Certificate of Occupancy has been completed by the local government agency. If merchandise has arrived before the space is completely ready, the General Contractor must obtain written permission from the agency to move merchandise into the leased premise.

The Landlord cannot be responsible for tenant's merchandise. Merchandise may not be stored outside the confines of the leased premise.

Debris associated with merchandising must be discarded in the waste receptacle designated by Center Management. When possible, dumpster designated for cardboard or recyclable materials will be provided.

All merchandise deliveries shall be scheduled with Center Management, who will also designate the loading dock and route from dock to space.

The Center's normal hours of operation are 10 a.m. to 9 p.m., Monday through Saturday, and Noon to 6 p.m. on Sunday. If merchandising is performed outside these hours, the store manager must notify Center Security.

Store Opening Inspection

Before removal of the storefront barricade, a member of Center Management staff will inspect the leased premises. A copy of completed building permit and/or the Certificate of Occupancy shall be presented to the Management Office before the inspection.

The store must be 100% complete, fully cleaned and ready for business before the barricade is removed. The General Contractor should coordinate a walk-through with the Facilities Director, before project completion, for deficiency corrections. **Barricade removal shall be scheduled with the Facilities Director 48 hours in advance.**

The General Contractor's construction deposit will not be processed for return until an Air Balance report is received. Allow at least 30 days for processing and returning construction deposits.

Post-Tensioned Floors

Post-tensioned floor slabs and beams exist throughout the Center. **(Absolutely no power core drilling or floor cutting is permitted on the premises.)** Bush-hammering, chiseling or other associated work can **not** start without first coordinating with the Center Facilities Director. The tenant, General Contractor, and/or applicable contractor are responsible for any damage to the reinforcing elements and all associated repair costs.

All floor work must comply with the specifications of the American Concrete Institute (ACI), American Society for Testing and Material (ASTM), and Concrete Reinforcing Steel Institute (CRSI). Manual of Standard Practice.

Generally, the tendons are positioned near the bottom—at the middle of the span, and rise upwards near the end of the span. An x-ray, radar, or other comparable (non-destructive) test shall be performed at the penetration point and surrounding area. **Before starting a floor penetration, pilot holes must be made around the penetration perimeter, using a drill bit less than ½ inch in diameter, and a hammer & chisel to continue the penetration.** The contractor must be extremely alert and looking/feeling specifically for the steel wire tendons. A good indication the tendons are near is identifying the blue plastic casing that wraps the tendons. **If a tendon is encountered, all work must immediately stop and the penetration relocated to avoid the tendon. Upon completion, the General Contractor will notify the Facilities Director for inspection.**

Steel reinforcing bars exist throughout the post tensioned deck and at beam “ribs.” These bars can not be modified in any way. If the bars are encountered, all work must stop and the penetration relocated away from the bars.

A 2” concrete topping should exist in all previously occupied tenant spaces. When installing services within the topping, the General Contractor must confirm the topping depth throughout the space. Again, saw-cutting is not permitted when trenching the topping.

Penetrations greater than 12 square inches must be approved in writing by the landlord’s structural consultant. Additional reinforcing may be required.

Power fasteners are not permitted when attaching to the post tensioned deck. The “drill & tap” method or other acceptable practice must be used for all assemblies and systems. Verify all fastening requirements with the fastener manufacturer. The landlord is not responsible for reuse or installation of existing attachments to the deck.

A non-shrink (five-star) grout shall be used when sealing penetrations or when reusing existing penetrations. All patch work must be repaired with an appropriate cementitious (design strength 3000 psi) product.

Repair, modification, or manipulation of existing tendons, reinforcing, etc., is not permitted unless approved (in writing) by the landlord and landlord's structural consultant.

Building Inspection Form

	Description	Date Approved
	Rough Plumbing	
	Framing	
	Rough Electrical	
	Electrical Service Connected	
	Rough Mechanical	
	Plumbing Final	
	Electrical Final	
	Mechanical Final	
	Building Final	
	Fire Marshall Sign-off	
	Life Safety Final	
	Merchandising Permit	

Store Opening Checklist

The following item must be completed prior to store opening:

	Description	Date approval	Initials
	Approval from landlord's Insurance Underwriter of sprinkler shop drawings submitted to Facilities Director		
	Hydrostatic Sprinkler Test witnessed by Facilities Director or other observer assigned by Facilities Director		
	Air Balance Report submitted to Facilities Director		
	Photocopy of Certificate of Occupancy submitted to Facilities Director		
	Management inspection by Center's General Manager or Assistant Manager		
	Storefront damage inspection by Facilities Director		

Itemized Construction Deposit Deductions

The following is a general list of prices that will be used to determine Construction Deposit Deductions. (Prices are subject to change at any time):

Seal penetration to corridor wall (Electric Service/Telephone Conduit)	\$75.00 per Penetrations
Seal Penetration to Electric Closet (Telephone Conduit)	\$75.00 per Penetration
Repair damaged Terrazzo tile	\$40.00 per Tile
Clean-up by Center Personnel (minimum 1 hour for each occurrence)	\$35.00 per Hour
Heat trace tape lines	Time and ½ plus material, plus 10% P, 10% OH
Sprinkler Shutdowns	\$531.75 per Shutdown
Water Main Shutdowns	\$400.00 per Shutdown
Fan Shutdowns	\$100.00 per Shutdown
Required use of Structural Engineers to verify all floor penetrations.	\$80.00 per Hour, per Job

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