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**TENANT CONSTRUCTION RULES, REGULATIONS and FEES**

|        |          |             |
|--------|----------|-------------|
| Date:  | Tenant:  | Space: #    |
| To:    | Company: | E-mail:     |
| Phone: | Fax:     | Size: sq ft |

If you have any questions or need further clarification, please call the Facilities Director at (310) 289-7516. Facilities Manager will also schedule your pre-construction meeting, please allow **three days** advanced notice, with Ken Schoenhofen, Facilities Director, Victor Lieu, Facilities Superintendent (310-289-7524), and Olisa Anene, OCA Architect for Beverly Center (213-427-6950).

**CONSTRUCTION PREREQUISITES**
**Required Pre-Construction Meeting Documentation:**

The following documents shall be assembled by the Tenant's General Contractor (TGC) and provided to the center Facilities Manager before arranging a preconstruction meeting with the center Facilities Department.

**1. A copy of the TGC as well as Tenant's insurance certificates must be received prior to the pre-construction meeting.** Certificates of Insurance must include the following coverage and additionally insured verbiage. See pp. 39-41 for Sample Certificates.

- a) **Commercial General Liability: including bodily injury, property damage and completed Operations; with a limit of \$2,000,000 for each occurrence.**
- b) **Comprehensive Automotive Liability:** \$1,000,000 per occurrence and include ownership, maintenance, and operation of any vehicle
- c) **Worker's Compensation Insurance** statutory limits as regulated by the State of California and any additional amounts as required by other applicable statutes.
- d) **Employers Liability insurance** with a limit of \$2,000,000 for each accident. An Umbrella policy may be used to provide additional limit.
- e) The following additionally insured **MUST** be added to the Tenant's General Contractor's COI:

**La Cienega Associates Limited Partnership, LP and the Taubman Company LLC as managing agent as additionally insured. All coverage is primary and not contributing with any other insurance available to the additional insureds.**

- f) Certificate Holder name & address information should read:

**La Cienega Partners, LP  
 C/O: Beverly Center  
 Attn: Facilities Manager  
 8500 Beverly Blvd., #501  
 Los Angeles, CA 90048**

List the store and suite number on the certificate: \_\_\_\_\_

2. **The Superintendent running the project MUST be present at the Pre-Construction Meeting. The meeting will not be held if the Superintendent is not present.**
3. **The LADBS building permit must be obtained prior the pre-construction meeting and brought to the meeting**
4. **LADBS – Approved/Stamped Drawings must be brought to the meeting and (1) copy of the permitted set of drawings provided to the Beverly Center. Electronic copies are acceptable.**
5. Check(s) must be brought to the pre-construction meeting made payable to La Cienega Partners Limited Partnership D/B/A Beverly Center in the amount determined by Center Management (see p. 42).
6. Proposed Construction Schedule/Timeline
7. List of All subcontractors
8. A copy of the contractor's license must be brought to the meeting
9. W-9 form
10. A set of Landlord approved construction drawings provided by Taubman Company Tenant Coordination Department will be provided to the TGC at the Pre-Construction Meeting
11. Waste Disposal and Hauling is managed and ordered by Center Management without exception. TGC cannot order/bring their Dumpsters. All Fees are determined by Center Management. The Fee is based on predetermined unit pricing per square foot and complexity of the existing space.
12. Tenant's Certificate of Insurance with coverage specified by the Lease Agreement. Tenant's certificate needs to possess the following additionally insured verbiage: **La Cienega Partners Limited Partnership D/B/A Beverly Center and the Taubman Company LLC as managing agent as additionally insured. Coverage is according to the contract requirements**

When all prerequisite documents are assembled, the Tenant's General Contractor should forward the documents to the Center Management Office for review. The Tenant's General Contractor should also obtain a copy of the Construction Rules and Regulations and review the information prior to the Pre-Construction Meeting.

**NOTE:** all project-related communication must include:

Ken Schoenhofen, [KSchoenhofen@Taubman.com](mailto:KSchoenhofen@Taubman.com)  
 Victor Lieu, [VLieu@Taubman.com](mailto:VLieu@Taubman.com)  
 Aleks Lanis, [ALanis@Taubman.com](mailto:ALanis@Taubman.com)

**SECURITY DISPATCH, AUS: (310) 854-0074**

**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 with the Taubman Company Tenant Coordination Department to confirm compliance with the Landlord's criteria. A set of the Landlord approved construction drawings were returned to the Tenant. During the Pre-Construction Meeting the Tenant's General Contractor will be made aware of the Tenant / Landlord relationship and the obligations the Tenant's 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.

The following people need to attend the preconstruction meeting:

- Tenant's General Contractor Superintendent
- Beverly Center Facilities staff representative
- OCA – Beverly Center Architectural Consultant and Permit Expeditor

Please be sure to contact the Beverly Center Facilities Manager at least 3-days in advanced of the desired date of the Preconstruction Meeting.

Specific requirements will be discussed during the Pre-Construction Meeting. The Tenant's General Contractor's full-time on-site superintendent needs to participate in the Preconstruction Meeting. The TGC's superintendent is responsible for coordinating all activities with their subcontractors and communicating all Center requirements directly to the subcontractors. The superintendent needs to be available on site throughout all phases of the construction and when work is being performed on premises.

The Landlord approved construction drawings will be reviewed during the meeting, which the TGC is to refer during construction. The stamped and written comments on these drawings will be discussed and any discrepancies with any existing plans the TGC may possess should be noted and brought to the Tenant's Project Manager. All comments on the Landlord Approved plans shall be incorporated into the actual store construction unless otherwise authorized by the Landlord in writing. One set of the Landlord Approved documents always needs to be readily available and kept on the job site during demolition and construction.

A copy of the Pre-opening Construction Completion list will be provided identifying typical punch list issues that need to be corrected before the store opens for business. This document may be used throughout construction to identify other construction deficiencies requiring correction.

All Center Site specific information will also be reviewed during the preconstruction Meeting (See the attached ADDENDUM). The ADDENDUM contains essential information regarding required mall contractors or other logistical items that could impact the construction schedule.

Upon completion of the Preconstruction Meeting, the TGC and the Center's representative will conduct the Premises Acceptance Walk-through and complete the Premises Acceptance Form.

## PREMISES ACCEPTANCE WALK-THROUGH

The Tenant's General Contractor will perform a walk-through of the space with a Center representative upon completion of the initial Preconstruction Meeting. The space is to be reviewed along with any specific space requirements. The following items are to be inspected and reviewed during the Premises Acceptance Walk-Through

1. Utility Tie-in Locations
  - A. Fire Alarm System: Smoke detectors, duct detectors, audio/visual alarms
  - B. HVAC connections: Independent units, VAV boxes, smoke exhaust fans
  - C. Sprinkler main and tie in location
  - D. Domestic Water
  - E. Sanitary Line
  - F. Kitchen Waste (if applicable)
  - G. Vent Line
  - H. Toilet Exhaust Vent
  - I. Telephone Service
  - J. Electric Service
  - K. Gas Line (if applicable)
2. Lease Line configuration
3. Existing Storefront and Perimeter Conditions
  - A. Mall Soffit
  - B. Lease Line Tile
  - C. Neutral Piers
  - D. Service Corridor, Service Area, Dumpster Location, Service Elevator, Overhead Doors
4. Designated Loading Dock and Routing of Material Deliveries

Premises Acceptance Form:

Demolition and / or construction can cause unintentional damage. To protect both parties from any damage claims, representatives of the Center and Tenant's 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 Tenant's General Contractor will be responsible for protecting the listed items and any other areas the Tenant's General Contractor or Sub-Contractors occupy.

## **LANDLORD'S RIGHT TO STOP CONSTRUCTION**

Landlord reserves the right to stop construction at any time for conditions that adversely impact mall or tenant operations, safety, or aesthetic reasons or if Contractor or Sub-Contractor's representatives violate the rules and policies contained in this manual.

**CONSTRUCTION****GENERAL RULES**

The Beverly Center Tenant Construction Rules and Regulations are only a guideline. It may not contain all necessary information and compliance measures. Tenant and Tenant General Contractor are required to contact Landlord and/or Beverly Center for any clarifications or additions to the information presented in this packet. The Pre-Smoke Testing Guidelines are separate documents and MUST be requested by the Tenant and Tenant General Contractor at least TWO Weeks prior to the anticipated test date.

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

1. All work shall be conducted during non-Business hours. Site Supervision is ALWAYS required.
2. Construction shall comply in all respects with applicable Federal, State, County and/or Municipal Statutes, Ordinances, Regulations, Laws, and Codes.
3. Tenants, Tenant Contractors, and their employees are expected to act in accordance with all regulations established by Center Management.
4. All rooftop equipment and support steel shall be approved by Landlord and painted in accordance with the Landlord's schedule.
5. Tenant installing rooftop equipment shall stencil such equipment with Tenant's name and space number using 2" high black vinyl letters.
6. All Tenant Contractors will enter through designated Service Areas, use the closest service elevator, and make all deliveries through the service corridors leading to the rear entrance to the space.
7. All demolitions and construction activities are to be primarily contained within the designated tenant space under construction. At NO time shall rear corridors or stairwells be used for any construction activities, storage, or trash.
8. Workers are not allowed to carry tools, construction material or other equipment through the Center common areas, up or down escalators or in passenger elevators designed for the general public use.
9. The Tenant's General Contractor and subcontractors are to comply with all requests made by the Center Security and Facilities staff throughout construction. The GC and subcontractors are to immediately respond to the center personnel request. Further resolution is to be handled with the Center Facilities Director or Facilities Superintendent. Rude, disrespectful, or unprofessional behavior will not be tolerated.

**Barricades**

1. Tenants starting construction shall make use of a temporary gypsum board barricade. The Tenant General Contractor shall reimburse Landlord for use of such barricade as provided for in its Lease. The Tenant's General Contractor will be responsible for any damages necessitating replacement, modifications during construction, or relocation or repairs.
2. The Tenant's General Contractor is responsible for coordinating with the Center to moving the barricade two feet (2') from the Lease Line for work on the storefront. The barricade is to be connected to the

backside of the soffit and in a manner to prevent damage to the mall storefront soffit. The barricade must remain rigid, squared, and plumb throughout store construction.

3. Contractor shall cover top of the barricade to the soffit with visqueen (at least 1 mil weight) to ensure that no demolition or construction dust enters the Common Area. 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 clean-up. The visqueen barrier is to be kept intact throughout construction to keep the space sealed and separated from the common areas.
4. The exposed mall terrazzo shall be covered by the Tenant's General Contractor with plywood, carpet, or Masonite to prevent damage. The Tenant's GC will be responsible for repairing all floor surfaces damaged during construction before the store opens for business.
5. If there is no adjacent corridor or rear service door, a door will be installed in the gypsum board barricade. The Tenant's General Contractor will equip the door with a device to ensure the door always remains in a closed position. The Tenant GC will also provide a floor mat or other dust protection to ensure that dusty footprints are not tracked across the mall's finished floor. The Tenant GC is also to provide visqueen across the door opening, as necessary to contain dust within the space.
6. The Tenant General Contractor is responsible for ensuring the space is locked and secured when nobody is in the space and at the end of the day. The Tenant GC is responsible for providing access to the space for inspections or subcontractor activity.
7. No type of signage is allowed on the barricade except that which is approved by Center Management.
8. The Landlord 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 to paint the soffit above the Tenant's space (**SEE ADDENDUM- Mall Soffit Painting and Specifications, p. 28**).

## Demolition

1. Before demolition begins, the Tenant General Contractor is responsible for ensuring that the following items are in place and fully satisfied:
  - a. The Pre-Demo Checklist.
  - b. Coordinate with Beverly Center Security to monitor any doors that may be otherwise locked as part of mall normal operation, yet need to be unlocked due to the Tenant's demolition
  - c. All contractors MUST check-in with Security Dispatch office located on the ground level (off Beverly Blvd.), if work is being performed during non-business hours
  - d. Tenant General Contractor has designated a supervisor to monitor work and respond to center concerns, if for some reason the Tenant GC's site superintendent may not be present during demolition
  - e. A minimum of 8-10 electrical circuits from the tenant's electrical panel have been modified and equipped with ground fault protective circuit breakers
  - f. Power used to support tools and equipment are connected to the ground fault circuits before work begins
  - g. Electrical circuits in assemblies to be demolished have been de-energized
  - h. Natural gas branch lines have been disconnected and secured, as needed



- i. Domestic/potable water lines have been disconnected and secured, as needed
  - j. Visqueen dust barrier is in place along the entire storefront and tightly sealed
2. Demolition shall not interfere with the daily operation of adjacent Tenants or Center Common Areas. Be aware of work that may cause excessive vibrations or noise, which can cause damage to adjacent tenant spaces and / or surrounding areas.
  3. The Tenant's General Contractor will ensure that all unused existing electrical, mechanical, plumbing, and other utilities and equipment not being reused are removed from the site. Removal includes items in adjacent areas, the roof and back to the energized source. **Do not abandon any unused equipment, piping, materials, or other items associated with the leased space.**
  4. **All piped systems and vents are to be disconnected, removed, and capped at the point of connection to the main line. No individual branch lines are to be left in place or abandoned regardless of whether the piping is contained within a wall, below a supported slab, above the ceiling, located within a service corridor, above a ceiling or in any other space outside the leased space.**

### Noise & Odors

1. **If excessive noise or odors are identified by the Center personnel, the Tenant's General Contractor will cease such operations immediately. The associated work is to be scheduled during non-business hours and times that will not adversely impact the mall or adjacent tenant operations. NO CLEAR COAT, LAQUER OR OTHER COMMERCIAL SPRAY PRODUCT SHALL BE USED TO COAT FLOOR MARKINGS.**
2. The Tenant General Contractor is responsible for coordinating all construction activities that could produce odors, fumes, vapors, or other harmful conditions to the people performing the work and surrounding areas. Work such as epoxy, spray painting, hot work, etc. is to be performed during non-business hours to minimize personal injury risk and the escape of harmful odors to adjacent areas. The Tenant's General Contractor will ensure that the necessary ventilation and exhaust equipment leading to the exterior is in place coordinated with the center facilities and security staff before work begins.

**Concrete      Tenant's 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 Center Management.
2. All concrete pours shall be scheduled with the Center Management 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, Contractor designated by the Landlord. The concrete slab must be made ready to fully accept the bottom track of the demising wall.
4. Concrete trucks must stay outside of the curb around the perimeter of the building. No trucks will be allowed on the sidewalks or curbs.
5. The Tenant General Contractor will ensure that visqueen and plywood are placed along the entire path the concrete is routed 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.
7. No concrete carts or wheelbarrows will be allowed throughout the main Center entrances at any time.
8. Concrete trucks are absolutely forbidden to wash-out or dump any unused concrete on any portion of the Center property.
9. Gas or propane powered concrete buggies are not allowed at any time within the project building. Only manual equipment shall be utilized.
10. Floors on grade: all slabs on grade shall consist of concrete with a minimum strength of 3,000 PSI, a minimum 4" thickness with 6" X 6", W2.9 x W2.9 WWF, steel reinforcing and a visqueen vapor barrier (minimum 4 mil) on compacted fill. Tenant shall provide additional sand fill and / or remove excess as required. A petroleum based (bituminous) coating shall be applied at the base of all steel columns.
11. Supported floors: A 2" - 3" depressed area may exist in Tenant spaces on supported slabs. The Tenant's General Contractor is responsible for filling and leveling the fill area to ensure that the Tenant's finish floor material is the same elevation as Landlord's tile floor. An agent shall be applied to any surface treated with concrete or cementitious product.
12. Supported floor slab shall conform to the Landlord's project details and design loads of 75 pounds per square foot plus 20 pounds per square foot for partitions.

### Demising Walls

1. At Tenant's expense, the Landlord will install 20 gauge 4" metal studs, 16" o.c., from the floor to structure above. The Tenant's General Contractor is responsible for installing one side of the demising wall at a minimum of one-layer 5/8" Type X 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 partitions will be airtight to the ceiling, roof, or 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 Center Management.
3. Demising walls typically do not possess any structural value. The Tenant's General Contractor shall provide structural reinforcement if Tenant's construction features are to be attached to or supported from the demising wall. Structural drawings must be approved by the Landlord's structural engineer before work begins.
4. The Tenant's General Contractor shall schedule "new" demising wall installation with Center Management. Floor conditions must be level and structurally sound to accept the bottom metal track.
5. If area above the ceiling is used as a return-air plenum, the number and size of the return-air openings will be indicated on the landlord approved construction drawings. The Tenant's General Contractor shall secure these openings with 16 gauge 1" X 2" welded wire fence.
6. Standards may not be recessed into any fire-rated demising walls. A second layer of drywall must be used to conceal the standards.

7. The Landlord has provided laminated neutral piers at the storefront. The Tenant's General Contractor shall repair any damage to the Landlord's neutral pier (or soffit) caused by demolition or construction.
8. An expansion joint shall be incorporated into walls if any expansion joint exists within the space. Since demising walls are fire-rated, the Tenant's General Contractor shall verify code requirements with the local building department. Landlord approval is required for the aesthetic treatment of any expansion joint details.
9. **The tenant contractor shall not install anything within the demising walls. This includes electrical, plumbing, or any other tenant-specific improvement.**

### Service Door/ Rear Exit (if applicable)

1. Rear service/exit doors and frames shall be commercial grade, "B" label construction with a minimum size of 3' X 6' - 8" or 7' - 0". 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 by taping, spackling, and painting the corridor wall (Vista Paint VP-26-51732 eggshell Acriglo 7500 yellow).
3. Service/Exit door shall be finish painted a color specified by Landlord and labeled by the Landlord with store name as specified by Center Management. **(SEE ADDENDUM)**
4. A doorbell must be installed at service corridor doors to alert Store Personnel of deliveries.
5. A recessed vestibule is required. This vestibule is a part of the service corridor assembly and must be constructed in compliance with the applicable. A sprinkler head is required in the vestibule.
6. The Tenant's General Contractor is responsible for returning surface protection into the rear vestibule, be it an existing opening or new. 4'-0" x 4" x 4" metal corner guards and fire-rated wood base treatments are required at both returns into the vestibule. The Tenant GC is also to return Masonite or fire-rated plywood into the vestibules. Also, all walls shall be painted to match the adjacent corridor.

### Electrical

**The Tenant's General Contractor shall ensure that the Electrical Contractor is aware of and complies with all Landlord comments on the Landlord approved construction drawings. Certain electrical such as Mall electrical tie-ins and upgrading panel sizes are to be determined by Beverly Center and shall be completed by the Mall Electrical contractor at Tenant General Contractor's expense.**

1. Landlord's distribution equipment and conduit and conductors of sufficient capacity for Tenant's requirements. Conductors will be one continuous run from the main disconnect switch in the electrical room to Tenants disconnect located within the leased space. The type and size of the electrical service will be as specified on the Landlord's approved construction drawings. Center Management will designate the location of the power source to the space and required labeling. The General Contractor and Center Management should walk the route to verify the methods of attachment, support, penetrations, etc. This will be the same for telephone and music services.
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. **MC Cable IS NOT ALLOWED.**

3. Temporary power for space not previously built-out may be available from a source designated by Center Management. 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. For previously built-out spaces, temporary power is to be obtained from the existing power panel contained within the space. The Tenant's General Contractor is responsible for ensuring that a minimum of 8 to 10 ground fault protected circuitry breakers have been installed or a sub panel with ground fault protected circuit breakers is installed before demolition begins and as a means of providing temporary power to the space during construction. Failure to use ground fault protected circuit breakers during construction could result in a trip of the main electrical room circuit breaker feeding multiple tenant spaces. A loss of power during the business day is to be prevented through installation of the ground fault protection devices installed during construction.
5. All circuit panels must be balanced. Balancing will be verified by the Landlord's Center Management and Electrical Contractor.

**Floor/Deck** All penetrations through any concrete floor slabs must be coordinated with Center Management. Core drilling, saw cutting, jack hammering, bush hammering, chipping, etc., are not permitted without prior approval. The Tenant's 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. Any 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 Center Management the approved type of waterproofing material.
2. All kitchens, food preparation, serving areas and rest rooms need to have a waterproof membrane. Waterproofing must extend a minimum of 4" up all wall surfaces. Waterproof membranes shall be installed by a flooring contractor specializing in waterproof flooring installations. All waterproofing work is at the Tenant's expense.
3. The Tenant General Contractor is to use the Laticrete 9235 Waterproofing Membrane materials or equivalent, if not specified on the Landlord approved drawings. Data and installation instructions are available at [www.laticrete.com](http://www.laticrete.com) or by contacting (800) 243-4788 ext. 235.
4. Upon completion of the waterproof membrane and proper cure time, the Tenant GC is responsible for leak testing the installation. The leak test is to consist of a minimum of one-half inch (1/2") of water poured onto the waterproof area and held for a minimum of one (1)-hour. All floor drains are to be plugged with a bladder-device to prevent water from draining.
5. Floor drains are required in all rest/toilet rooms, janitor closets and kitchen areas. The floor shall be sloped to the drain to ensure proper drainage.
6. Some on-grade and supported slabs contain conduit / piping for telephone, electrical, plumbing, etc. Coordinate any core drilling, slab cutting and drilling through slabs with Center Management. A radar penetrating detection survey needs to be performed of the work area, the floor marked, and final written report provided to Center Management before work may proceed.
7. Transitions between dissimilar floor materials shall be smooth and flush. The use of transition or reducer strips is not permitted.

- The Tenant's 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.

**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 base building structural steel, bar joist, purlins or other structural components and are not attached to the roof deck or soffit in any fashion. Box headers must be utilized by either welding or beam clamps. All fireproofing must be replaced accordingly.**

- The area above the ceiling is used for a return-air plenum. The Tenant's General Contractor must ensure that all ceiling components and items installed above the ceiling are plenum rated.
- The Tenant's General Contractor is responsible for maintaining access to all Tenant and Center equipment located above the ceiling. A minimum of one (1) - 2' x 2' recessed access panel is to be installed in hard surface ceilings to meet access requirements satisfying code and maintenance requirements. Coordinate access panel locations with Center Management, the City 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 Sub-Contractors may be required.
- An expansion joint must be incorporated into the ceiling construction if present within the space. The Tenant's General Contractor shall verify code requirements with the governing agency. Landlord approval is required for aesthetic treatment of this joint.
- Do not remove or relocate any existing support hangers.

**Gas**

- Gas manifolds for the Beverly Center are located on Level 1-street level and on Level 8 adjacent to the food court. Center Management shall direct the Tenant's General Contractor on the routing, location, and elevation. The support mechanisms are to satisfy code and not be visible in public areas. The piping is to be run along routes and in a manner like existing piping.
- Exposed pipes in the parking facility and service areas shall be painted and marked to identify the tenant being serviced.
- Enclosure requirements should be verified with the local government agency. Vented shafts, chases or other similar gypsum board enclosures may be required along the entire piping run.

**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, are the responsibilities of the Tenant's General Contractor.**
- Center Management will request Manufacturer Safety Data Sheets (MSDS) on certain materials, especially floor tile and adhesives (mastic). The Tenant's General Contractor shall ensure that all

**TENANT CONSTRUCTION RULES, REGULATIONS and FEES**

materials used in the store construction are identifiable, the MSDS's are readily available (on the job site), and the applicable MSDS sheets are provided to Center Management.

3. All materials used in construction shall be "**ASBESTOS FREE**". Materials listed as "non-asbestos" are unacceptable and shall not be used for construction.

**Hot Work and Welding – see p. 35 for the Permit Application**

Any work that produces sparks, flames or heat that could become an ignition source is considered "Hot Work" and requires that the Tenant GC obtain a Hot Work Permit from Center Management before the work begins. The Tenant GC is responsible for implementing safeguards to monitor, control and follow-up, which is to include:

1. Clearing the area and opposite sides of the wall of all flammable materials, supplies and products
2. Posting a designated fire watch to monitor all work while hot work is being performed
3. Provide protective fireproof tarps and blankets over adjacent drywall, flooring or other combustible surfaces that are affixed or non-movable
4. Provide telephone communication to be in direct contact with the Beverly Center Security Dispatch office to request assistance if needed
5. Provide a minimum of two (2) 10# ABC fire extinguishers in the immediate vicinity of the hot work
6. Notify the Beverly Center Security Dispatch office upon starting and finishing the hot work
7. Monitor the area up to 3 hours after hot work is completed to ensure no smoldering ignition sources

Strict adherence is required when hot work is being performed. All work may be stopped within the space until adequate safeguards are established within the work area to support hot work safety requirements.

**HVAC**

**The Tenant's General Contractor shall ensure that the HVAC/Mechanical Contractor is aware of and complies with all comments on the Landlord approved construction drawings including but not limited to the Mall approved mechanical smoke evacuation contractor. All smoke controls and tie-ins for VAV boxes and water meters as well as Tie into the mall BAS system shall be performed by the Mall Mechanical and BAS Contractor at Tenant General Contractor's expense.**

1. 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. Center Management may request that reused ducts be replaced if their integrity cannot be maintained.
2. Any roof top, exhaust or other HVAC or exhaust equipment not being reused by the Tenant are to be removed. The removal work includes removing all rooftop equipment and repairing the mall roof. The Tenant's General Contractor is to use the mall's roofing contractor to support all roof repairs.
3. The Tenant General Contractor will ensure that all subcontractors accessing the roof comply with the Center's Roof Access Policy, Contractors accessing the roof are to check-in and check-out with Security Dispatch, along with surrendering driver's license or other form of acceptable identification. The Tenant General Contractor is to ensure that all trash, debris, equipment, and other items are removed from the roof each day work is performed.
3. Placement of any mechanical equipment on the roof shall be scheduled with Center Management. 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.



**TENANT CONSTRUCTION RULES, REGULATIONS and FEES**

4. HVAC equipment that produces a discharge or requires a drain shall be tied into the buildings drainage system. TGC is required to install a pan underneath a condensing unit. Roof equipment cannot drain onto the roof as this eventually causes damage. Tie-in requirements shall be coordinated through Center Management.
5. 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 (2") black vinyl letters will be used.
6. All process exhausts, hood exhausts, equipment vents and other contaminate exhausts when permitted by Landlord shall discharge vertically to the atmosphere, 20' minimum, horizontally away from any fresh air intakes, properly dispersing odors, or fumes away from the site. A duct extending higher than the tallest air intake may be required if the 20' distance cannot be achieved. This may also be true for longer distances as each location is field coordinated.
7. Provide clear access to all equipment located above the ceiling or ceiling spaces. The TGC will provide access panels to all Landlords' equipment and shut-off valves.

**Tenant Stores with VAV Boxes and Mall Supply Air Systems – SEE ADDENDUM**

1. Tenant's HVAC Controls must be DELTA CONTROLLERS and be compatible with landlord's BAS and Fire Alarm System to ensure proper smoke evac operation. All controls will be supplied and installed by the Landlord's designated HVAC Controls contractor at the tenant's expense.
2. An air-balance of the system must be performed by an independent temperature controls contractor recommended by Center Management. Supply and Exhaust CFM's MUST be 1 CFM per Square foot. A Certified Air-Balance Report needs to be provided to Center Management, as part of completing the required Smoke Exhaust/Life Safety Pre-test requirements and associated Pre-test sign-off form. The Tenant's General Contractor's deposits will not be processed for return until this report is received.
3. The Tenant General Contractor is to restore the existing VAV box to a fully operational and upgraded condition. The TGC will provide a new Envirotech VAV sized and set to satisfy setting requirements noted on the Landlord approved MEP drawings, if a new box is required. The TGC is also to install new DELTA controllers and wire the VAV box consistent with the Life Safety wiring schematic - SEE ADDENDUM.
4. Center Management will determine the supply-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.
5. A rigid high velocity duct (maximum length 4') will attach the VAV box to the supply-air tap. The Tenant's 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 or drastically impair the efficiency of the unit.
6. The Center's HVAC system supplies air to various areas of the Center and Tenant spaces typically during business hours. Attachments into the supply-air should occur when the system is off. Typically, the units are off between the hours of 10:00 pm and 7:00 am.

**Plumbing**      **Tenant's General Contractor shall verify that the Plumbing Contractor is aware of and complies with all Landlord comments on the Landlord's approved construction drawings.**

**TENANT CONSTRUCTION RULES, REGULATIONS and FEES**

1. Center Management will designate sanitary, domestic water, air vent, and other utility lines to be used. These utility lines may exist outside the leased premises.
2. The Tenant General Contractor is responsible for making penetrations through the concrete slabs to support the Tenant's plumbing systems. The TGC needs to provide a spotter located directly below the penetration to prevent damage or injury from the falling concrete core being removed. All penetrations must be made through watertight sleeves extending 4" above finished floor. The TGC is responsible for performing ground penetrating radar or X-ray survey of the floor slab before making the penetration to prevent damage to conduit and other utilities located in the supported slabs. The TGC is to use the approved mall survey contractor. **(SEE ADDENDUM).**
3. Work requiring access into lower-level Tenant spaces shall be coordinated by the Tenant's General Contractor with the appropriate store manager and / or owner. Any damage caused by this work shall be corrected by the Tenant's General Contractor at TGC's expense.
4. All sanitary clean outs are to remain fully exposed, accessible, and not covered for any reason. Since many trades can affect this requirement, the Tenant's General Contractor shall ensure that all Sub-Contractors are aware of any existing clean outs. Coordinate locations with Center Management after demolition.
5. **The Tenant Plumbing Contractor shall furnish and install a "Seametrics MJNR meter with a 10G output" domestic water meter with an RTR recorder in the rear corridor of the Tenant space that reads in gallons. Meter and (2) ball valves are always to be accessible. Recorder shall be connected to the BAS.**
6. All supply water lines, exposed, or concealed, shall be insulated. Ensure that any insulation material used above the ceiling areas is plenum rated.
7. The Tenant's General Contractor shall ensure that the plumbing subcontractor does not leave any uncapped or open sanitary or vent lines, etc. Unnecessary clean-up can be costly and offensive.
8. Floor drains must be installed in all restroom floors.
9. All core drilling must be done before 8:00 am or after 11:00 pm, so as not to interfere with normal operation of the Center. **NO CORE DRILLING on FRIDAY - SATURDAY Nights.**
10. Copper, steel, cast iron or any other code-complying metal shall be used for all piping. Use of plastic (PVC) pipe is not allowed.
11. Upon completion of construction, the TGC is to ensure that all sanitary lines are snaked with a cleaning cable by a plumbing or sewer cleaning service contractor. A Service Report identifying the work completed and date of service is to be provided to Center Management before barricade is removed.

**Roof Deck**    **Tenant's General Contractor shall coordinate all roof work or modifications with Center Management. The Tenant's General Contractor must use the Center's Roofing Contractor for all roof modifications. The Tenant's General Contractor shall ensure that all applicable Sub-Contractors (i.e., HVAC, mechanical, electric, etc.) are aware of the roof requirements.**

1. Typically, openings in the roof greater than 12" X 12" require additional steel reinforcing around the opening. The reinforcing steel shall be installed before cutting the roof opening. Drawings showing the additional roof framing need to be approved by Landlord's structural engineer before work begins.



2. The Tenant's General Contractor shall coordinate access to the roof for the applicable subcontractors. Access shall be through the applicable roof stairway that needs to be authorized by the Center Facilities staff and coordinated through the Security Dispatch office. All contractors are required to fully comply with the Center's Roof Access Policy and surrender identification when accessing these secured areas.
3. Pipes, conduit, ducts, antennas, or other equipment shall penetrate vertically through the roof directly below the serviced equipment. No wiring, equipment or other items are to be run horizontally across the roof without having Landlord's written authorization.
4. Antennas are permitted on the roof only after a "Roof Access Agreement" has been executed between the Landlord and the Tenant. This includes satellite dishes, music dishes, and any other transmission or receiver devices.
5. All crating materials, unused equipment, trash, debris, etc., shall be removed from the roof upon completion of work by the Tenant's General Contractor. A clean-up fee will be assessed if removal of debris, equipment, etc., is performed by Center Management.
6. Equipment of any kind shall be carried over the roof expansion joints. Do not drag, drop, or manhandle any equipment across the roof. The cost of repairs for damage caused by any subcontractor will be deducted from the Tenant's General Contractor's construction deposit.
7. **Any use of a crane or helicopter must be coordinated through Center Management. A minimum \$10,000,000 aviation insurance coverage and additionally insured requirements is to be provided to Center Management, as part of coordinating the helicopter lift. The Tenant General Contractor is also responsible for contracting directly with the Center for additional fees associated with effort's including but not limited to security contractor (AUS) to arrange additional security coverage to help secure the work area.**
8. Equipment placed on the roof shall not be visible from any location on the Center site. Coordinate equipment placement with Center Management.

### **Life Safety System / Smoke Detectors / BAS**

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, HVAC operation and A/V devices are unique to Beverly Center.
2. Any Tenant Systems that require modification or testing of or connecting to the Center Systems shall be coordinated by the Tenant General Contractor with the Mall's Life Safety Contractor, Zephyr Electric (SEE ADDENDUM) and Center Management. The Tenant's General Contractor and subcontractors shall be aware of and comply with all comments on the Landlord approved construction drawings regarding life safety systems.
3. The TGC is to ensure that the responsible subcontractor follows the life safety system schematic contained in the ADDENDUM. All modifications and final connections from the Tenant's system to the mall life safety system are to be performed by the Mall's Life Safety Contractor Zephyr Electric. This requirement is especially important to ensure that all systems are made operational and ready for operation before the required SMOKE EXHAUST SYSTEM PRE-TEST. The PRE-TEST and formal pre-test form need to be completed before the FINAL life safety/smoke exhaust system test may be scheduled with the municipality LADBS and LAFD. LAFD and LADBS Overtime testing fees may be required for final testing (TENANT GC's EXPENSE).

4. The Tenant GC is responsible for contacting and scheduling the following mall contractors and consultants to complete both the Life Safety/Smoke Exhaust System testing PRE-TEST AND FINAL TEST. These tests are 2 separate tests and are at the TENANT GC's EXPENSE:
- a) Zephyr Electric, Leo Zepeda (C) (818) 612-1088
  - b) Serenergy Service, (888) 673-7363, [Service@serenergy.net](mailto:Service@serenergy.net)
  - c) Hector Gomez, (323) 636-8436, [Hector@serenergy.net](mailto:Hector@serenergy.net)

**Sprinkler System**     **Tenant's General Contractor shall ensure that the sprinkler Contractor is aware of and complies with all comments on the Landlord approved construction drawings. Upright sprinkler heads must be installed after demolition. City approved Storefront Water Curtain as well as Structural calculations for sprinkler anchoring must be included as part of the city approved drawings.**

1. The Tenant is **required** to use one of the malls required sprinkler contractors. Mall required contractors are all licensed fire protection contractors that possess multiple years of experience with fire protection system installations within an enclosed regional or super-regional mall environment. Please contact Beverly Center for a list of approved contractors.
2. **The TGC shall ensure that the fire protection subcontractor submits drawings to the Landlord's insurance underwriter – GRC/Global Risk Consultants (SEE ADDENDUM, p. 26) if the fire protection system is being reconfigured and sprinkler heads added.** GRC approval needs to be obtained and received by Center Management before the Tenant store opening.
3. Many Tenant spaces have more than one sprinkler main within the space. The TGC will work closely with Center Management to identify the sprinkler main to be used.
4. Permanent system isolation valves are not permitted in the system. Auxiliary drain valves may be used. They should be in an area that does not invite tampering and will be tagged and capped.
5. The Tenant is to design and layout a separate fire protection system that connects to the main line in no more than 2 connection points. The Tenant GC is responsible for ensuring that the fire protection shop drawings are sent to the Landlord's insurance carrier GRC (Global Risk Consultants) for review and comments on all new systems.
6. The sprinkler system is an energized system and requires that the proper lockout/tag out requirements be performed before modifying the system. The system is monitored by the local fire department, Center Security, and various alarm companies. Contractors must not tamper with these systems.
7. The Tenant's General Contractor shall contact Center Management 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 special requirements **SEE PP. 36 and 42.**
8. Sprinkler systems will not be drained on weekends, holidays, nights or when the Center is open to the public. Systems may be drained between the hours of 9:00 pm and 9:00 am. Sprinkler systems must be charged and reported back in service **no later** than 9:45 am. Earlier system drain downs could be arranged based on the time needed to complete connections. The Tenant GC will be responsible for and charged an hourly labor rate of \$55.00 per hour for Center facilities staff needed to support sprinkler system drain downs outside the hours of 11:00 pm and 09:00 am which will be deducted from the Security Deposit. Tenant GC must coordinate system shut-off with Landlord Superintendent.  
**HOT WORK IS NOT PERMITTED DURING SPRINKLER WORK.**

9. Before a shutdown for final connection may occur, the system shall be hydrostatically tested and made ready for "tie-in". The Tenant's 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 Center Management. A copy of the approved hydrostatic test should be provided to Center Management before the drain-down begins.
10. All fire protection branch lines possessing sprinkler heads are to be extended from piping that is contained solely within the Tenant space. Branch lines containing multiple sprinkler heads are NOT TO BE RUN ACROSS OR TRANSVERSE shared demising partitions. Branch lines are any sprinkler lines used by the tenant to support sprinkler coverage within the tenant space and less than four inches (4") in diameter.
11. A water curtain is required along the entire tenant storefront area to satisfy the City of Los Angeles code requirements for Beverly Center. The TGC shall coordinate the sprinkler head layout with the Landlord's architectural consultant OCA Associates to satisfy this requirement.

**Storefront      Landlord requires a smoke/fire separation at the center's bulkhead. The Tenant's General Contractor shall ensure that the integrity of the bulkhead is not jeopardized by configuration of the storefront.**

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 or neutral piers.
2. All storefront gate key switches shall be concealed within the storefront design. A door, smooth and flush, covered with 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.
3. Caulk, silicone, sealants, etc., are not acceptable materials for finished glazing butt joints. Glazing clips shall be used in lieu of silicone when required by local building officials. The Tenant's General Contractor shall ensure that a material sample is submitted to Landlord's Tenant Coordinator for approval
4. Transitions between materials, angles, breaks, etc., shall be even and clean. The use of caulks, silicone, etc., to fill these transitions is not permitted.
5. Any damages caused by demolition or construction to the Landlord's neutral piers, soffits, or mall tile shall be repaired to a "like new" condition. The Tenant's General Contractor shall coordinate any repairs with Center Management. If these items are not addressed before project completion, repair cost will be deducted from the Tenant's General Contractor's construction deposit.
6. 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.
7. The Tenant's 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 skin fabrication. Failure to submit shop drawings may prohibit the storefront sign from being installed. Temporary signs will not be permitted for store openings.
8. Storefront neutral piers (if required) shall be furnished and installed by the Landlord upon completion of demising wall. The Tenant General Contractor is responsible for painting any existing neutral piers, as part of completing the storefront construction. See the ADDENDUM for the paint specification.
9. The Tenant's General Contractor shall insure access to all Landlord equipment existing adjacent to the storefront or within the Tenant space.

10. The Tenant's General Contractor is responsible for final cleaning of the storefront, neutral piers, and floor at the storefront after the barricade has been removed.
11. Overhead grills which are wider than twelve (12) feet shall be motor operated.

### Structural Modifications

**Structural modifications to the Center require approval from the Landlord's Structural Engineer. Penetrations in decks, roof, bearing walls, etc., greater than 12" X 12" require structural reinforcing before commencing work. It is imperative that structural work be coordinated in advance with Center Management.**

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. Work requiring separately prepared engineered drawings could include:
  - A. Duct shaft penetrations
  - B. Exterior wall penetrations
  - C. Extra ordinary loads (i.e., safes, vaults, transformers, water heaters, mezzanines, etc.).
  - D. Relocation of structural members.

(See tenant Handbook for load limitations on the upper levels).
2. Excessive deck / roof loading caused by transformers, safes, mezzanines, HVAC units, etc., require approval from the Landlord's Structural Engineer. Structural beams, purlin, joist, etc., shall not be modified by the contractor unless specifically noted on the Landlord's approved construction drawings.

The attached "sign-off" statement (see page 1 of TENANT CONSTRUCTION MANUAL) applies to the preceding conditions and must be delivered to Center Management prior to the Store's Grand Opening.

### Telephones

1. All telephone cables shall be installed in conduit from the telephone room to within the Tenant space. Use a minimum 3/4" conduit.
2. Access to the Landlord's telephone room is to be granted through the Security Dispatch Office **AFTER Authorization is received from GRANITE Grid: 855-GRT-GRID (478-4743)**. The GRANITE COMMUNICATIONS staff will authorize entry based on the individual Tenant's construction specifications – have an approval code available when at the Security Dispatch office. GRANITE's Customer Service 24/7: 866-847-5500

### **3. For new service:**

**NO phone or internet provider will be allowed to run new conduit, phone lines or cabling through the mall**

**TENANT must first contact Granite Telecommunications at 1-855 GRT-GRID (478-4743) to discuss telecom needs. Should TENANT request services from another provider, they will be allowed to bring service into the main telephone closet only (the demarcation point or "demarc"). Tenant or carrier must obtain a "cross-connect" from Granite to deliver service from the carrier's demarc through the mall to the tenant's space over the Granite GRID. There will be a one-time installation fee and a monthly recurring charge for use of Granite's infrastructure in the mall.**

This is consistent at all Taubman malls.

### Tenants Open for Business during Remodeling

1. The Certificate of Occupancy for the store is issued by the local building authority which may determine, based on the scope of work, that the store must be closed during remodeling. Any safeguards proposed during construction provided they keep the store open are to be approved by LADBS.
2. The Tenant's 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 that safety requirements are compromised, all construction could be stopped until a safe condition is restored. All means of egress must always be clear and available when this store is open to the general public.
3. If any portion of the store remains open during construction, a barricade is required between the construction activity and the open store area. This barricade should consist of metal studs and gypsum board, fully taped, spackled, and painted.
4. Various requirements contained within the Tenant Construction Rules and Regulations may apply to stores that are remodeled yet remain open for business. All questions regarding applicable requirements should be directed to the Center Facilities Director or Taubman Company Tenant Coordinator.

### Tools

No wheelbarrows or wheeled vehicles are permitted within the Common Area during Center hours. (ALL WHEELED VEHICLES MUST HAVE RUBBER TIRES).

Tools and construction materials must be transported using the service corridors only. Travel across the mall's finished floors, use of passenger elevators and escalators and use of mall common areas as staging areas are all **strictly prohibited**.

Tools and construction materials must be stored in the Tenant's space at all times and are not allowed to be stored in the Center or Service Areas at any time. The use of gas (catalytic converter equipped only) and propane equipment is permitted. Verify approval with Center Management.

### GENERAL CENTER REQUIREMENTS

#### Deliveries

1. **NO semi-trailers permitted in any loading docks within the center. ALL large shipments must be broken down into smaller box trucks prior to delivery.**
2. All delivery routes to the construction site will be designated by Center Management. The Tenant's General Contractor shall ensure that all project Sub-Contractors are aware of these routes. Coordinate delivery hours with Center Management.
3. Loading docks shall be used for all deliveries. The Tenant's 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. Center Management will designate the appropriate service area for deliveries.
4. Service areas shall be used only for loading and unloading construction materials. Any vehicle parked for more than 30 minutes with no activity will be towed at the General Contractor's expense.
5. Deliveries to the Tenant space shall be made through the service corridors to the rear door (where possible). When authorized by Center Management, deliveries will be permitted through the Center Common Area after 10:30 pm and before 8:00 am.



6. Delivery carts used in the Center shall be equipped with soft rubber tires. Carts with steel wheels are not permitted. Cost of floor repairs for damage caused by deliveries will be deducted from the Tenant's General Contractor's construction deposit. If your course of travel through the Center is over an expansion joint, a ½" sheet of 4' x 6' plywood is required to cover the expansion joint.
7. Escalators and passenger elevators are not designed to transport gang boxes, ladders, carts, or other construction materials. The Tenant's General Contractor shall ensure that Sub-Contractors are aware that escalators and passenger elevator shall not be used for deliveries.
8. Customer entrances to the Center shall not be used for material deliveries. Special conditions may warrant exceptions but, prior authorization from Center Management is required before delivery.
9. The Tenant's 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 Tenant's General Contractor's construction deposit.

### Inspections

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

### Security

1. Access to barricades, roof hatches, telephone rooms, electric closets, etc., shall be coordinated through Center Security. Authorization for entry will be given by Center Facilities staff. The Contractor requiring space access is required to comply with the Center's Access Policy and surrender identification, as part of accessing the secured area. The Contractor is required to check-in with Security Dispatch and provide the Security Officer with his name, company, and reason for entering the secured area.
2. The Tenant's 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 lost or stolen items.
3. The Center hours of operation are 10:00 am to 9:00 pm, Monday through Saturday and 11:00 am to 6:00 pm for Sunday. Access outside of normal hours shall be coordinated through Security and authorized by the Center Management. Construction work could be permitted 24 hours a day provided there are no disruptions to the Center or adjacent tenants daily operation.
4. The conduct of all contractors involved with tenant construction is the responsibility of the Tenant's General Contractor. Rude disrespectful or loud behavior will not be tolerated. The Tenant's General Contractor shall ensure that all requests by Center Management 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 or within designated eateries or eating areas. 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. Shirts, safety shoes, hard hats, long pants, and other clothing are to be worn at all times while on the property or within the parking structure.
7. All CDC / COVID-19 safety guidelines MUST BE FOLLOWED.

## 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 discarded in the waste dumpsters designated by Center Management. Refuse and cardboard dumpsters are available for Tenant use when the Tenant signs up for service by Center's designated contractor.
3. Center Management will designate the loading dock and route from dock to space.
4. The Center's normal hours of operation are 10:00 am to 9:00 pm, Monday through Saturday and 11:00 am to 6:00 pm for Sunday. If merchandising is performed outside of these hours the store manager must notify Center Security.

### Store Opening Inspection

1. **The store must be 100% complete, fully cleaned and ready for business before the barricade is removed.** The Tenant's General Contractor will coordinate a walk through with Center Management before project completion to define deficiency corrections. The pre-opening construction completion checklist 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 Center Management 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 the Management Office before the inspection.
3. The Tenant's General Contractor's construction deposit will not be processed for return until an Air Balance Report and all Landlord issues are resolved. Allow at least thirty (30) days for processing return of construction deposits.



## ADDENDUM

### Telephone Contacts:

**Taubman Company, Tenant Coordination Dept.** (248) 258-6800

- Senior Tenant Coordinator / Project Manager – **Randy Tambourine**

**Beverly Center - FACILITIES Department:** (310) 854-0071

- Facilities Director – **Ken Schoenhofen**
- Facilities Manager – **Aleks Lanis**
- Facilities Superintendent – **Victor Lieu**

**Beverly Center - SECURITY Department** (310) 854-0074

**Landlord's Architectural Consultant and Expediter- OCA Associates, Inc.**

- Olisa Anene, AIA – Principal (213) 427-6950

### Governing Agencies and Utilities

Listed below are the names and addresses of the local governing agencies and utilities. Drawings must be confirmed to all applicable local and national codes. The local building officials should be contacted to coordinate the submission of drawings for review and answer questions regarding codes that are applicable to the building of your store. Allow four (4) to six (6) weeks for Building Department reviews.

City of Los Angeles- Department of Building Services: **(213) 473-3231 or online: [www.LADBS.org](http://www.LADBS.org)**

City of Los Angeles- Fire Department: **(213) 485-5971 or in the City of L.A.: 311 or online: [www.LAFD.org](http://www.LAFD.org)**

Los Angeles County Health Department: **(213) 351-7352**

### Utility Companies:

ELECTRIC - 480/277 VAC switchgear source provided by the Landlord

Heavy users could be required to contract directly with Dept. of Water and Power – (213) 367-0562

POTABLE/DOMESTIC WATER - Typically Landlord provided.

Heavy users (i.e., restaurants, department stores) could be required to contract directly with Dept. of Water and Power – (213) 367-0562

GAS COMPANY- Southern California Gas Co. – (800) 427-2200

**Telephone - Granite Communications:** (855) 478-4743; Customer Service: (866) 847-5500

**TENANT CONSTRUCTION RULES, REGULATIONS and FEES**
**Emergency Phone Numbers:**

|                                    | <u>EMERGENCY</u> | <u>NON-EMERGENCY</u> |
|------------------------------------|------------------|----------------------|
| City of Los Angeles Fire / Rescue: | 911              | 311                  |
| City of Los Angeles Police         | 911              | (877) 284-7328       |

**Building Heights- From Finished Floor to the Underside of the Deck or Slab Above**

|                                 |                   |
|---------------------------------|-------------------|
| Level 1:                        | +/- 17'-8" Varies |
| Level 2 to Level 4              | 11'-3"            |
| Level 5                         | 13'-0"            |
| Level 6 and Level 7- Retail     | 17'-6"            |
| Level 8- Retail and food court  | 17'-0"            |
| Level 9 (2 <sup>nd</sup> Level) | 28'-9"            |

Allowable Ceiling Height: Typically, 11'-6"

**BUILDING AUTOMATION SYSTEM / FIRE ALARM SYSTEM / LIFE SAFETY**

All Tenant General Contractors are required to use the mall fire alarm system to support wiring and connection of the tenant's fire alarm system components into the Center's main system. Tenant GC is also to use Zephyr Electric to perform fire life safety system modification, design and install per the Center's and Los Angeles Fire Department (LAFD) specifications as well as final connections and programming of proprietary fire alarm panels and independent HVAC equipment smoke exhaust system components. Please contact the fire alarm system contractor at the beginning of construction to finalize costs and complete a separate agreement well in advance of any approved construction. **CAD format files of the Architectural Title, Floor, Reflected and HVAC floor plans will need to be provided to the Mall's fire alarm contractor for the drafting of fire alarm plans.**

**Zephyr Electric**

Contact: Leo Zepeda  
 Phone: (818) 612-1088  
 Email: [Zephyrelectric@gmail.com](mailto:Zephyrelectric@gmail.com)

Tenant's HVAC Controls must be DELTA CONTROLLERS and be compatible with landlord's BAS and Fire Alarm System to ensure proper smoke evac operation. All controls will be supplied and installed by the Landlord's designated HVAC Controls contractor at the tenant's expense.

**SERENERGY**

|          |  |  |
|----------|--|--|
| Contact: | Service  | Hector Gomez   |
| Phone:   | (888) 673-7363   | (323) 636-8436   |
| Email:   | <a href="mailto:Service@serenergy.net">Service@serenergy.net</a> | <a href="mailto:Hector@serenergy.net">Hector@serenergy.net</a> |

**SMOKE EXHAUST SYSTEM PRE-TEST AND FINAL TEST**

**\*\* The General Contractor and all associated parties who are required to be present during the Final Smoke Exhaust test should be present at the site at least 60 minutes prior to the scheduled testing time to prepare and test the functionality of all equipment associated with the test. The TGC should be ready to proceed as soon as the Inspector arrives at the site.**

**The City of Los Angeles requires a formal PRE-TEST of the smoke exhaust system that needs to be successfully performed before scheduling a FINAL inspection of the system. The PRE-TEST requires the coordination of multiple contractors to be on site at a designated date and time. The TGC is responsible for contacting the**

following Landlord approved contractors to complete the necessary proposals, execute service agreements and schedule a date a time for the PRE-TEST to be completed.

Please make sure the smoke machine(s) have been requested to be onsite by the appropriate vendor:

OCA Architects - Olisa Anene

Zephyr Electric - Leo Zepeda

Serenergy – Hector Gomez

Beverly Center – Facilities staff representative

The PRE-TEST is to be completed at approximately 95% construction completion and after a Certified Air Balance has been completed. The Certified Air Balance Report MUST BE submitted prior to scheduling the Pre-Smoke test. **REPORT must show AT LEAST 6 air changes per hour.**

PRE-TESTS ARE TO BE COMPLETED BEFORE 8:30 am. The Tenant GC is responsible for ensuring that all associated Tenant subcontractors are on site during the performance of the PRE-TEST AND FINAL TEST, which is to include:

1. General Contractor
2. Serenergy
3. Zephyr Electric
4. Certified Air Balance Company
5. Electrical contractor

Upon successful completion of the Pre-Test, Beverly Center will schedule a Final Test with the City of Los Angeles Fire Department. It is the Tenant's GC Responsibility to schedule a Mechanical Inspector.

### **HVAC SYSTEM VAV BOXES AND CONTROLS INSTALLATION**

All VAV boxes within the space being reused or if new boxes are installed are required to contract directly with the mall HVAC contractor, Serenergy, to upgrade the controls and verify proper life safety system operation and connection. The only controls permitted on the VAV box are DELTA controllers. Programming and operation of the VAV box is performed by Serenergy.

Regardless of if you are using your own HVAC contractor for work other than VAV boxes and controls, you will need Serenergy AND Zephyr Electric to be present during your Pre-Smoke test.

#### **Serenergy**

Contact: Service

Phone: (888) 673-7363

Email: [Service@serenergy.net](mailto:Service@serenergy.net)

#### **Zephyr Electric**

Contact: Leo Zepeda

Phone: (818) 612-1088

E-mail: [ZephyrElectric@gmail.com](mailto:ZephyrElectric@gmail.com)

### **Testing of Floor Slab before Core Drilling or Cutting**

Conduit and other utilities exist within the poured concrete floor slabs within the tenant spaces. Each TGC is responsible for ensuring the x-ray or HF Radar penetrating testing is performed to identify any power lines or utilities that may be contained in the space. Please contact the following contractor to support testing:

#### **GM Radar Services**

Contact: Gill Martinez

Cell: (562) 252-6644

Email: [GMRadarServices@gmail.com](mailto:GMRadarServices@gmail.com)

Original X-RAY Report to be provided to Mall Management and FIELD Verification shall be completed by Facilities Department personnel prior to floor penetration.

## Roof Deck

All roof penetrations and repairs need to be performed by the Landlord's Roofing Contractor. Please contact the Center Facilities Superintendent for the contact information.

### Roofing:

ADCO Roofing Company, Inc.  
Phone: (818) 505-9272  
Attn: Manuel Schmidt

### Flooring:

Security pedestal systems are not allowed. Only specific types of Sensormatic systems will be approved and must not require trenching or removal of any concrete. Any security system must be submitted to Landlord for review and approval.

## Sprinkler System

Fire protection drawings are to be sent to the Landlord's Insurance Underwriter GRC (Global Risk Consultants) for review and approval. The GRC (Global Risk Consultants) approval letter needs to be received by the Center before the store may open for business.

### **GRC (Global Risk Consultants)**

The installation of new fire protection systems and/or components or the addition of sprinkler heads to existing fire protection systems requires review and approval of the fire protection shop drawings by GRC. The Tenant GC is responsible for ensuring that all fire protection shop drawings receive GRC approval before the store opens for business.

### **Tenant Sprinkler Plan Reviews (TPR's)**

Effective March 1, 2022, all tenant sprinkler plan reviews, roof reviews and mall plan reviews must be submitted to the following email address: [TaubmanProjects@tuvsud.com](mailto:TaubmanProjects@tuvsud.com)

For all submissions, the contractors will need to include the following information in the email subject line:

|                               |  |
|-------------------------------|--|
| For Mall Plan Reviews:        | Taubman MPR – GRC File # (for site) - Beverly Center, Los Angeles, CA  |
| For Tenant Sprinkler Reviews: | Taubman TPR – GRC File # (for site) - Beverly Center, Los Angeles, CA  |
| For Roof Reviews:             | Taubman Roof – GRC File # (for site) - Beverly Center, Los Angeles, CA |

**A sprinkler drain fee (see Construction Deposit and Fees section for the cost) is required for each drain down on the systems. Payment is to be made before the sprinkler system is to be shut down. Make checks payable to Beverly Center. A minimum of 4-6 sprinkler shutdowns (disconnect and reconnection) should be anticipated to support construction.**

## Parking

The Tenant's General Contractor shall ensure that all Sub-Contractors park in Landlord designated contractor parking areas (5F, 5<sup>th</sup> floor parking garage surrounding Dock B area) or in the Contractor's Parking Lot (Ground floor) for vehicles over 6'-6" clearance. Loading docks / service areas are for loading and unloading of materials only. Contractors parking in loading areas, fire lanes or other non-parking areas will be subject to towing at the vehicle owner's expense. Vehicle height is restricted to 6'-6" due to garage clearance height restrictions.

The Parking office or Security could designate parking areas on Level 1 for vehicles that exceed this height restriction. Beverly Center is located above a 5-level parking structure.

Contractors performing construction may obtain parking passes and fees to park from the Parking office on Level 4C of the parking structure. Please contact (310) 652-9024 for information regarding parking rates.

### **Doors / Deliveries**

Center doors and elevator doors are not to be propped open at any time by contractors or workmen. Security, Facilities and Cleaning personnel have been instructed to remove door stops. Damage to doors will be charged to the contractor.

If the Tenant space has no back door, materials, concrete, and store fixtures may be brought through the front door to Tenant barricade. However, the Common Area floors must be PROTECTED and CLEANED by the contractor prior to 8:30 am, each day.

Large deliveries of construction materials, fixtures or merchandise requiring multiple trips using transport equipment is not permitted through any public entrances or the common area between 8:00 am and 11:00 pm each day. Only those items that may be hand-carried and pose no safety risk to passing customers or pose disruptions to adjacent tenants may be made during the business day.

Large sized loads that will not fit into the service elevators may require use of the Center's public escalators. Specific authorization from Center Management to use the escalators for deliveries is required before any contractor, vendor, supplier, or other associated resource is permitted to make the delivery. Escalators **MUST** be turned off. *Catastrophic failure of the escalator has occurred due to excessive loading or contractors dropping fasteners or other materials into the moving steps.* It is absolutely critical that great care be taken to prevent damage to the public escalators, if permitted for use.

### **Personnel Demeanor**

Construction workers, Tenants, and Tenant Contractors are expected to act in accordance with any and all regulations established by Center Management. Abuse, disrespect, or insulting action toward customers, tenants, fellow workers, or Beverly Center personnel will not be tolerated.

Beverly Center is a smoke-free environment. No smoking is permitted within the spaces under construction and is only permitted in areas exterior to the building.

### **Waste Removal / Trash / Housekeeping**

General trash / construction debris can create safety and fire hazards. The Tenant's General Contractor shall ensure that the construction site is policed, and debris removed to provide a safe, sanitary construction site. The TGC is also responsible for cleaning all routes leading to the space that may have been dusted, dirtied, or compromised due to dust or other construction debris generated from the site under construction.

Debris shall be confined to the Tenant's Leased premises. Holding or storing trash in exit corridor, adjacent Tenant spaces, service area, or other areas will not be permitted. Trash found in these areas will be immediately removed as requested by Center Management. If the Tenant's General Contractor fails to comply, Center Management will remove the trash. The cost for removal will be deducted from the Tenant's General Contractor's construction deposit.

The Tenant's General Contractor shall coordinate the use of the mall open-top trash dumpsters with Center Management. Cost, location, time schedules, etc., shall be fully understood by the Tenant's General Contractor, who is responsible for policing and cleaning the dumpster area.

The Tenant's General Contractor will provide the trash disposal fee for open top dumpster use as part of the preconstruction meeting. The trash fee is Two dollars to Two Dollars Fifty Cents per square foot (\$2.00/SF - \$2.50/SF) and based on the size of the space with a minimum charge of One Thousand Five Hundred Dollars (\$1,500.00) Additional charges may be assessed based on increased use or debris disposal identified during construction.

The Center trash compactors in the service areas are not designed to accommodate construction trash and debris. Use of these compactors is not permitted during demolition or construction.

Construction companies may not dump construction debris in any other space. Construction debris and materials must be placed directly into construction dumpsters. Provisions must be made to ensure all dirt, dust, and other construction-related debris is kept within the area of construction.

### Construction Deposit

The Merchant general contractor needs to request in writing the return of the initial construction deposit. If the deposit is depleted to \$1000.00, Landlord shall have the right to request an additional deposit equal to the amount of the original deposit. Upon completion the center will return the deposit, less any costs incurred by the Landlord during construction. Deductions will include, but not be limited to, the cost of non-routine/excessive construction clean-up, property damage, additional barricade graphics or barricade damage, helicopter, or crane lifts, etc.

The Merchant's general contractor needs to ensure that no outstanding construction deficiencies remain on the Landlord's punch list. An incomplete punch list will delay the release of the construction deposit.

### Barricade Fee(s):

The fee for barricade installation and removal is determined by the Mall Management and should be paid in conjunction with other construction fees during the Pre-con Meeting. See p. 42 for the exact amount.

### Mall Soffit Painting and Specification

The mall soffit is to be painted in a manner to restore the consistent and monolithic condition. Spot painting is not acceptable. The paint is to extend along the length of the storefront and beyond, as necessary to end the paint at a natural break point. Break points include control joints, where the horizontal surface breaks at an angle or at angular paint line designated by the mall staff at the ends of the painted surface.

The Tenant General Contractor will use the following paint materials to support any mall soffit painting. All painting is to be performed this project:

1. Mall Concourse Ceiling: VP-26-64083 V-PRO 5100 Flat Ultra White P Base RAL9003-SIGNAL WHITE, [www.vistapaint.com](http://www.vistapaint.com), #01051P001. Available from Mall Management at \$30.00 / gallon.
2. Mall Concourse Walls: VP-26-64083 V-PRO 5300 Eggshell Ultra White P Base RAL9003-SIGNAL WHITE, [www.vistapaint.com](http://www.vistapaint.com), #01053P001. Available from Mall Management at \$30.00 / gallon.
3. Accent Mechanical/Diffuser Band: Accents, Acrylic Black, 3000-999ON Black, Dulux
4. Corridor wall: VP-26-51732 Eggshell Acriglo 7500 yellow from Vista Paint, [www.vistapaint.com](http://www.vistapaint.com).

TENANT CONSTRUCTION RULES, REGULATIONS and FEES

BEVERLY CENTER - TENANT CONSTRUCTION

PRE-DEMO CHECKLIST

- 1. Please make sure that a Construction Schedule/Timeline has been provided to the Beverly Center Facilities Department before starting \_\_\_\_\_  
Verified by BC Rep / Date
- 2. CALL ZEPHYR ELECTRIC (818-612-1088) TO TAG THE FIRE/LIFE SAFETY SYSTEM CONDUITS SO THAT THEY WILL NOT GET DAMAGED OR REMOVED \_\_\_\_\_
- 3. COVER AND PROTECT ALL SMOKE, DUCT AND HEAT DETECTORS SO THEY WILL NOT ACTIVATE DUE TO CONSTRUCTION \_\_\_\_\_
- 4. CONTACT Serenergy Service (888-673-7363, [Service@serenergy.net](mailto:Service@serenergy.net)) TO TAG HVAC SYSTEM / CONTROLS TO HAVE THEM EITHER SAFE OFF OR REMOVED \_\_\_\_\_
- 5. Install Plastic over the interior barricade from floor to soffit to prevent dust from migrating into the mall common area \_\_\_\_\_
- 6. Install Masonite or Carpet to protect the mall storefront terrazzo \_\_\_\_\_
- 7. Remove all wires from the electrical panels and install a spider box with GFCI protection (GFCI breakers installed in the panel are also acceptable Tenant's General Contractor is responsible for ensuring that a minimum of 8 to 10 ground fault protected circuitry breakers have been installed before demolition begins) \_\_\_\_\_
- 8. Install 2 walk-off mats at EACH point of exit. One mat will be dry and the other will be damp at all times to minimize dust and footprints tracked into the common mall areas. Method of wetting the mats must be present \_\_\_\_\_
- 9. General Dust Control:
  - Air Scrubbers or other means for controlling airborne dust \_\_\_\_\_
  - Cover return air openings into the plenum and adjacent spaces \_\_\_\_\_

THE RETURN AIR OPENINGS IN THE DEMISING WALLS MUST BE OPEN DURING MALL OCCUPIED HOURS

- 10. A Mall Facilities Department Representative must inspect the aforementioned requirements before you start demolition \_\_\_\_\_
- 11. Facilities Confirmation PA \_\_\_\_\_ PD \_\_\_\_\_
- 12. Upright Protection Scheduled / Contracted \_\_\_\_\_  
Company Name / Date Signed
- 13. Please familiarize and refer to the BEVERLY CENTER TENANT CONSTRUCTION RULES & REGULATIONS for all project-related information

NOTES:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## General Information and Standard Construction Requirements

### Trash Removal Information

All demolition work must be conducted at night during Mall off hours, between 10:00 pm and 8:00 am.

The mall provides all 40-yard roll-off containers/dumpsters. There is a limit on the number of dumpsters the mall can supply. These bins must be ordered / scheduled with the Facilities Manager at (310) 289-7530. Low Boy containers can be requested.

**Bins must be requested NO LATER THAN 12:00 noon for the following night delivery.**  
**NO LATER THAN 12:00 noon on THURSDAY for FRIDAY-SUNDAY (or last pre-HOLIDAY day) drop-off(s).**

#### Drop Off and Pick Up Schedule

- Containers may arrive at approximately 11:00 pm 7 days a week
- Containers are picked up at approximately 6:00 am the following morning

### Parking Information

To find out about parking passes and fees to park at the mall call the Parking office at (310) 652-9024. Parking office will assign a specific area on level 1 (ground level) for all oversized vehicles that cannot clear the 6'-6" garage height restriction. The Parking office is located on Level 4 (4C) in the yellow section, 310-652-9024.

### Barricade Information

Beverly Center installs, removes, and makes any necessary modifications to the barricade at TGC Expense.

### Entrances & Exits

| <u>LOCATION</u>   | <u>HEIGHT CLEARANCE</u>                                   | <u>ENTRANCE</u> | <u>EXIT</u>  |
|-------------------|---|-----------------|--------------|
| Beverly Blvd.     | 13'-2" entrance / 11'-6" exit                             | 21'-6" Wide     | 14'-8" Wide  |
| La Cienega Blvd.  | 11'-6" entrance / 13'-2" exit                             | 26'-1" Wide     | 21'-10" Wide |
| San Vicente Blvd. | 6'-8" entrance / exit                                     |                 |              |
| Dock A            | 14'-0" entrance / exit (NO ramp)                          | 15' Wide        | 15' Wide     |
| Dock B            | 15'-6" Gate Height<br>(48.5" dock height / 50" wide ramp) | 23' Wide        | 23' Wide     |
| Dock C            | 12'-9" Gate Height  |                 |              |

### Elevators

| <u>LOCATION</u> | <u>WEGHT CAPACITY</u> | <u>DOOR SIZE</u> | <u>INTERIOR SIZE</u>     | <u>HOURS</u>        |
|-----------------|-----------------------|------------------|--------------------------|---------------------|
| Dock B #J (4)   | 5,000 lbs.            | 5'W x 8'H        | 77.5"D x 98.75"W x 108"H | 24/7                |
| Dock B #K (5)   | 5,000 lbs.            | 5'W x 8'H        | 78"D x 98"W x 108"H      | 24/7                |
| Dock A #M (6)   | 4,000 lbs.            | 4'W x 8'H        | 57.5"D x 98"W x 108"H    | M-F 8:00am – 6:00pm |
| Dock A #L (7)   | 4,000 lbs.            | 4'W x 8'H        | 57.5"D x 98"W x 108"H    | M-F 8:00am – 6:00pm |

## STANDARD CONSTRUCTION REQUIREMENTS

### ❖ LL DRAWINGS

- ⇒ Landlord Drawings **MUST** be kept onsite at all times and cross referenced with permitted set of drawings. LL plans call out specific detail that is not on the permitted set of drawings.

### ❖ FLOORING

- ⇒ Transitions: All flooring transitions shall be flush with mall storefront tile. Most subfloors are uneven and can be difficult to create flush transitions with mall tile. This aspect should be thought out immediately as it may impact ADA Compliance and fixture layouts.
- ⇒ Coring: No coring is allowed without GPR or X-ray of slab. GPR or X-ray report must be provided to bldg. superintendent in order to receive approval to proceed.
- ⇒ Trenching: Trenching is **NOT** allowed. If you feel trenching is necessary, you must speak with Facilities Director and/or Bldg. Superintendent for approval to proceed. Most Sensormatic systems are not allowed and must be approved by Landlord before proceeding. Approved Sensormatic systems **DO NOT** involve trenching.

### ❖ Flex Conduit/Duct

- ⇒ **All conduits must be rigid. For electrical conduit, the last 6' of the run is permitted to be flex for connections to motors and lights only, NOT receptacles and switches in walls.**
- ⇒ **For mechanical ducts, ALL ductwork must be rigid including final connections.**

### ❖ Suspending from Deck / Box Headers

- ⇒ Nothing can be suspended and attached directly to the deck above. Box headers must be installed to suspend all other items. Box Headers can be installed with either welding to cross beams or using beam clamps.

### ❖ Demoing anything abandoned

- ⇒ Any item that will be abandoned **MUST** be removed from space including conduit, anchors, vents, plumbing lines, drains, etc.

### ❖ MEP's

- ⇒ All tie-ins with mall systems need to be discussed and approved by the Facilities Superintendent. This includes split systems, plumbing, vent, gas, etc.

### ❖ VAV boxes

- ⇒ **GC must coordinate and contact Serenergy as soon as the project begins.** All VAV boxes within the space being reused or if new boxes are installed are required to contract directly with the mall HVAC contractor Serenergy to upgrade the controls and verify proper life safety system operation and connection. **The only type of VAV box permitted is Envirotech / Series run VAV's. Controls permitted on the VAV box are DELTA controls.** Programming and operation of the VAV box, regardless of if you are using your own HVAC contractor for work other than VAV boxes and controls, you will need Serenergy to be present during your smoke tests and to power up and tie in your VAV's.

### ❖ Smoke Testing Requirements

- ⇒ This can be a very confusing process. We are here to help; however, typically **your build-out needs to be 95% complete.** (See Pre-Smoke Testing Requirements pages)

### ❖ Draft Stop

- ⇒ The draft stop, which prevents smoke from getting into the common area, is essential to passing your smoke test. It needs to be airtight and addressed early in the project.

### ❖ Bathroom Exhaust Fans

- ⇒ Bathroom exhaust fans have strict guidelines. Typically, the Mechanical Division will enforce a gypsum board shaft enclosure from the fan to the point of connection. Please be proactive in working with the mechanical inspector for these guidelines in the early stages of your project.

### ❖ Fire-Rated Materials

- ⇒ All materials need to be fire-rated materials with cut sheets and visible stamps on each panel. This includes plywood.

**❖ Water Proofing**

- ⇒ All wet areas need to be waterproof, and flood tested with the building engineer. Please make sure to waterproof all wet areas including water fountains, restrooms, sink... Facilities Superintendent will need 72 hours' notice to witness flood test (refer to Rules & Regs for specifics details on type of applications).

**❖ Deliveries**

- ⇒ **Semi-trailers cannot fit into the center. Shipments should be broken down into smaller box trucks. Notice to the Facilities Manager must be provided when receiving large shipments.**
- ⇒ **STORAGE:** The mall cannot store your materials for you. At times, we may have storage units that you can rent but is based on availability. **DO NOT** plan on this. Please make proper arrangements to coordinate deliveries.

**❖ Freight Elevators**

- ⇒ Dock B Freight Elevators are open 24/7.
- ⇒ Dock A Freight Elevators are open daily between 6:00 am and midnight.
- ⇒ All items must fit inside of freight elevators, specifically drywall. Please DO NOT use 12' drywall as it will not fit inside the freight elevators.
- ⇒ If you are not on Dock B side, you CANNOT cross the mall common area. You must cross over within a parking deck to the nearest set of freight elevators.
- ⇒ Items that will not fit inside freight elevators can be carried up escalators. Beverly center has strict guidelines on what can be carried up escalators and all tasks must be coordinated with the Mall Facilities Manager with at least 72 hours advanced notice. It is possible that certain items will need to be carried up at least 6 flights of escalators. There are creative ways to prevent this and we urge you to work with the Facilities Team for assistance.

**❖ Rear Corridors**

- ⇒ Must be kept clear. NO work or storage of any items can be placed in rear corridors.

**❖ Hot Work**

- ⇒ A Permit must be requested thru the PTW system in order to conduct Hot Work.
- ⇒ **HOT WORK IS NOT PERMITTED AT ANY TIME THE FIRE SPRINKLER SYSTEM IS IMPAIRED.**

**❖ Barricade space**

- ⇒ Your Barricade is moved out as far as it will be. GC will need to work with the space provided to conduct any storefront work. **NO EXCEPTIONS!!** Tenants have been working with the space allowed for over 40 years. Please do not ask to have the barricade moved out. In rare instances, you will need to move a section out and/or create an opening in the barricade to get large items in the store. These circumstances should be coordinated with the Facilities Manager at least 72 hours in advance. Without mall approval, GC is not permitted to make any modifications to the mall barricade.

**❖ Signage Permit and approval**

- ⇒ Please note that the sign shop drawings **MUST** be approved by Taubman Tenant Coordinator. Once approved, a separate sign permit will need to be obtained. **\*\*\* You will not be able to obtain final building inspection sign off without your sign permit signed off.**

**❖ Early Stock Permit**

- ⇒ If you are unable to get a sign off for final inspections, you may obtain an Early Stock Permit. Please contact the Facilities Director for guidance on this matter.
- ⇒ **DO NOT attempt to stock the store without LADBS AND LAFD Final or an Early Stock Permit.**

**Required Subcontractors**

Send mall approved plans to obtain...

**Fire Sprinkler Permits / Contractors****Advance Fire Protection Co., Inc.**Contact: Bill Small  
Phone: (562) 691-0918, x-109  
Fax: (562) 691-5482  
E-mail: [Bills@AFPCO.com](mailto:Bills@AFPCO.com)**OR****ADT Commercial**Contact: Mark Hendrickson  
Phone: (714) 685-8105  
Fax: (714) 685-8178  
Email: [HendricksonMark@ADT.com](mailto:HendricksonMark@ADT.com)**Fire Life Safety Permit / Contractor:****Zephyr Electric & Fire Systems**Contact: Leo Zepeda  
Phone: (818) 612-1088  
Email: [ZephyrElectric@gmail.com](mailto:ZephyrElectric@gmail.com)**Electrical Contractors (\*\*Mall electrical tie-in and upgrading panel size ONLY)****Man at Work, Inc.**Contact: Mark Panipinto  
Phone: (310) 567-3320  
Email: [SparkieMJP@aol.com](mailto:SparkieMJP@aol.com)**Building Automation System Tie-Ins / VAV Boxes/Air Balance/Smoke Controls:****Serenergy**Contact: Service / Hector Gomez  
Phone: (888) 673-7363 / (323) 636-8436  
Email: [Service@serenergy.net](mailto:Service@serenergy.net) / [Hector@serenergy.net](mailto:Hector@serenergy.net)**Roof:****ADCO Roofing Company, Inc.**Contact: Manuel Schmidt  
Phone: (818) 505-9272  
Fax: (818) 505-9824  
E-mail: [Manuel@ADCORoofing.com](mailto:Manuel@ADCORoofing.com)**Roof:****Red Pointe Roofing**Contact: Tod Fritts  
Phone: (818) 998-3857  
Fax: (949) 629-2249  
E-mail: [TFritts@RedPointeRoofing.com](mailto:TFritts@RedPointeRoofing.com)**X-Ray:****Gildardo Martinez Radar Services**Contact: Gill Martinez  
Cell: (562) 252-6644  
E-mail: [GMRadarServices@gmail.com](mailto:GMRadarServices@gmail.com)**Terrazzo Flooring:****Mike Payne and Associates, Inc.**Contact: Mike Payne / Adam Katz,  
Office: (951) 674-8377  
E-mail: [mike@payneterrazzo.com](mailto:mike@payneterrazzo.com)  
[adam@payneterrazzo.com](mailto:adam@payneterrazzo.com)

# BUILDING AUTOMATION SYSTEM SPECIFICATIONS

## Store Space Tenant Finish HVAC Controls:

All tenant spaces are served from Tenant Air Conditioning Units (TACS) and Fan Powered Variable Air Volume Terminal Units (FP-VAV).

The TACS are controlled by the buildings Delta Building Automation System (BAS) to provide adequate duct supply air temperature and duct static pressure to the building FP-VAV's. The FP-VAV's are controlled by the Delta BAS through a BACnet MSTP smoke control network. The FP-VAV's provide cooling to meet space temperature set point.

The BACnet MSTP smoke control network connects to a Delta smoke rated Building Control Module serving the section of the building where the tenant space is located. This smoke control network is 100% Orange color coated EMT conduit. All FP-VAV's are daisy chained together with this Orange color coated EMT. **Orange color coated EMT that matches the building standard "Orange" color for this smoke control network must be provided and installed for all devices that are part of the smoke control system.**

Each FP-VAV in space needs to be retrofitted with a Delta DVC 304 controller to control the box damper, & fan. These controllers will have hard-wired, wall mounted thermostats with LCD display, set point adjust, and occupancy override. The BAS limits the actual adjustment range of the thermostats. These thermostats also have a built-in programming function that allows the air balancer to adjust CFM settings of the FP-VAV during commissioning.

Every FP-VAV is part of the building smoke control system and must be programmed with the buildings smoke control sequence. The fire alarm system contractor must provide and install smoke alarm signals to the input of the FP-VAV controllers. These inputs activate the FP-VAV smoke control sequence.

All inquiries should be directed to SERENERGY: Service, (888) 673-7363, [Service@serenergy.net](mailto:Service@serenergy.net) and Hector Gomez, (323) 636-8436, [Hector@serenergy.net](mailto:Hector@serenergy.net).

## PERMIT TO WORK

### BEFORE / DURING / AFTER MALL HOURS / IN-STORE ACTIVITY

\*This form must be submitted to Center Management at least 24 hours prior to requested date of work (Monday- Friday) \*

Please request a PTW using the link below.

<https://eforms.sachseconstruction.com/bc/permit-to-work>

Please sign in as GUEST; use 24-hour (military) format

*Once the project's General Contractor / Superintendent confirmed, your name(s) will be added to the drop-down Directory.*

Use Google or Firefox to open the form

### Hot Work and Welding Permit

**HOT WORK IS NOT PERMITTED AT ANY TIME THE FIRE SPRINKLER SYSTEM IS IMPAIRED**

Any work that produces sparks, flames or heat that could become an ignition source is considered "Hot work" and requires Tenant GC (General Contractor) to obtain Center Management approval before the work begins. The Tenant GC is responsible for implementing safeguards to monitor, control and follow-up, which is to include:

1. Contractor **MUST** check in and notify security before any hot work may commence and **MUST** check out with security upon completion. (see below for post operation fire watch requirements)
2. Clear the area and opposite sides of the wall of all flammable materials, supplies and products. Remove all combustibles within 35 ft or cover with fire blankets.
3. Post a designated fire watch to monitor all work while hot work is being performed and for a minimum of 1 hr. following the completion of hot work.
4. Provide protective fireproof tarps and blankets over adjacent drywall, flooring or other combustible surfaces that are affixed or non-movable.
5. Provide telephone communication to be in direct contact with the Beverly Center Security Dispatch office to request assistance if needed. **Dispatch can be reached at 310-854-0074.**
6. Provide a minimum of two (2) 10# ABC fire extinguishers in the immediate vicinity of the hot work.
7. Hot work and the monitoring of hot work should be following CAL OSHA requirements.
8. Beverly Center has a 3-hour post operation fire watch requirement after any hot work is conducted to ensure no smoldering ignition sources.

Strict adherence is required when hot work is being performed. All work may be stopped within the space until adequate safeguards are established within the work area to support hot work safety requirements.

TGC has approval to proceed provided that TGC checks in with the security office before starting. Security shall verify that items 1-8 above have been satisfied before allowing work to commence.

---

(Tenant General Contractor) (Date and Start Time)  
Name/Company/Phone number

---

(Security Verified items 1-8 met) (Time work started)

---

(Tenant General Contractor) (Time work completed)

---

(Security to verify work is complete and initiate 3-hour fire watch post completion)  
Note -Time both Fire watch start time and Completion times)

---

(Space/ Location/PTW number/ Project)

\*\*\* Please have security sign upon completion of inspection and then provide to Facilities Director

INITIALS \_\_\_\_\_

STORE:

DATE: 04/10/2024

## Beverly Center Sprinkler Shutdown Procedure

(Non-Emergencies)

### HOT WORK IS NOT PERMITTED DURING SPRINKLER WORK

1. All approved contractors and Fire Sprinkler Vendors must provide written notification of a request for sprinkler shutdown at least 24 hours in advance to the Beverly Center Facilities Department ([alanis@taubman.com](mailto:alanis@taubman.com) and [vlieu@taubman.com](mailto:vlieu@taubman.com)). Request for a Sunday shutdown must be sent by 2:00 pm on Friday. Sprinkler systems will not be drained on weekends, holidays, nights or when the Center is open to the public. Systems may be drained between the hours of 11:00 pm and 7:30 am. Sprinkler systems must be charged and reported back in service no later than 8:00 am.
2. Written notification of the request for sprinkler shutdown must be sent by email by the Superintendent or Facilities Director to Security at least 24 hours in advance.
 

Information to be contained in the email:

  - a. Contact name and telephone number of all installers
  - b. Location of the equipment that is to be shutdown (stairwell number and floor level)
  - c. The time that the equipment will be out of service
3. Beverly Center will notify Security if the shutdown is approved.
4. Before work starts, the installers must check in at Security Dispatch (AUS) located on level 1 at the Beverly Blvd. entrance. If prior approval was not received, the installer will not be allowed to work. Security should contact Facilities to determine if the approval email was mistakenly not sent.
5. Lock out/tag out equipment will be issued to the installers and must be used on all equipment that is shut off.
6. The sprinkler shut-off valve will have a cable and padlock installed on it. The padlock can be unlocked by Security so that the lock out padlock and cable can be placed on the shut-off valve.
7. The water flow switch must be bypassed either electronically or mechanically to prevent any fire alarms when re-filling the system.
8. Access to the Fire Pump Room will be given by AUS or Facilities. The installers must inform AUS when the fire pumps are shut off for re-filling the system. The fire pumps should only be shut off immediately prior to re-filling the system and turned back on as soon as the system has been re-filled. The Fire Pump Room is not to be left unlocked. Access to the Fire Pump Room to turn the fire pumps back on will be provided by AUS or Facilities.
9. When work has been completed for the day, the installers must check out with Security Dispatch and return the lock out/tag out equipment. All supervisory troubles on the fire alarm panel must be cleared as related to the equipment shutdown.
10. AUS will notify Facilities when the Fire Alarm System is back online.

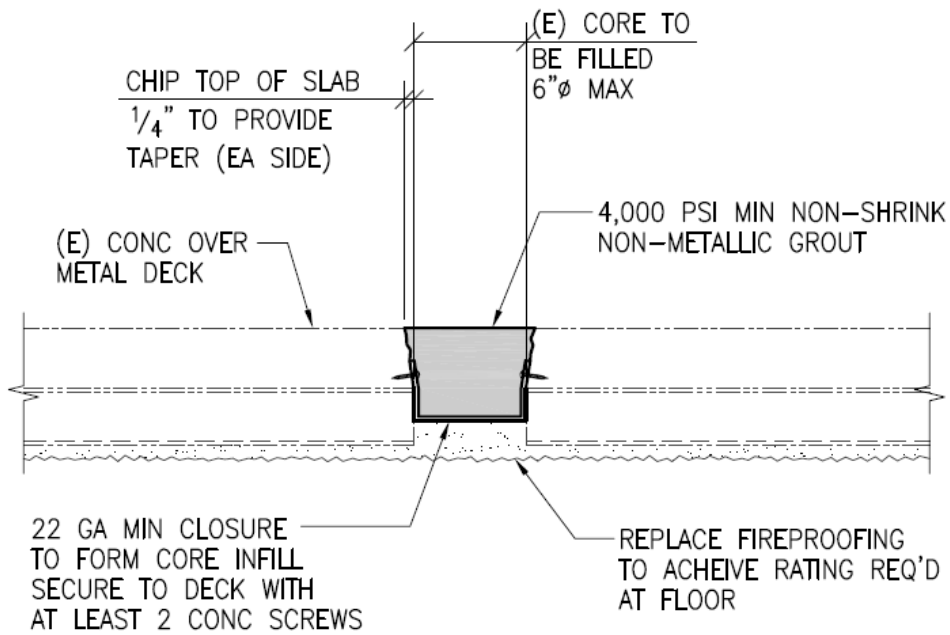


# Beverly Center Floor Patch Detail



JOHN A. MARTIN and ASSOCIATES □ STRUCTURAL ENGINEERS

|           |                        |          |            |    |   |
|-----------|------------------------|----------|------------|----|---|
| Architect | TAUBMAN                | Sheet    | 1          | of | 1 |
| Project   | BEVERLY CENTER         | Job no.  | J13021-104 |    |   |
|           | REPAIR OF 6"Ø CORE IN  | Date     | 07/21/15   |    |   |
|           | EXISTING CONCRETE DECK | Engineer | MT         |    |   |



**NOTE:**  
REPAIR IS APPLICABLE TO A SINGLE CORE.  
WHERE REPAIR CORE IS WITHIN 12" OF AN  
ADJACENT EXISTING OR FUTURE CORE, CONTACT  
JOHN A. MARTIN & ASSOCIATES

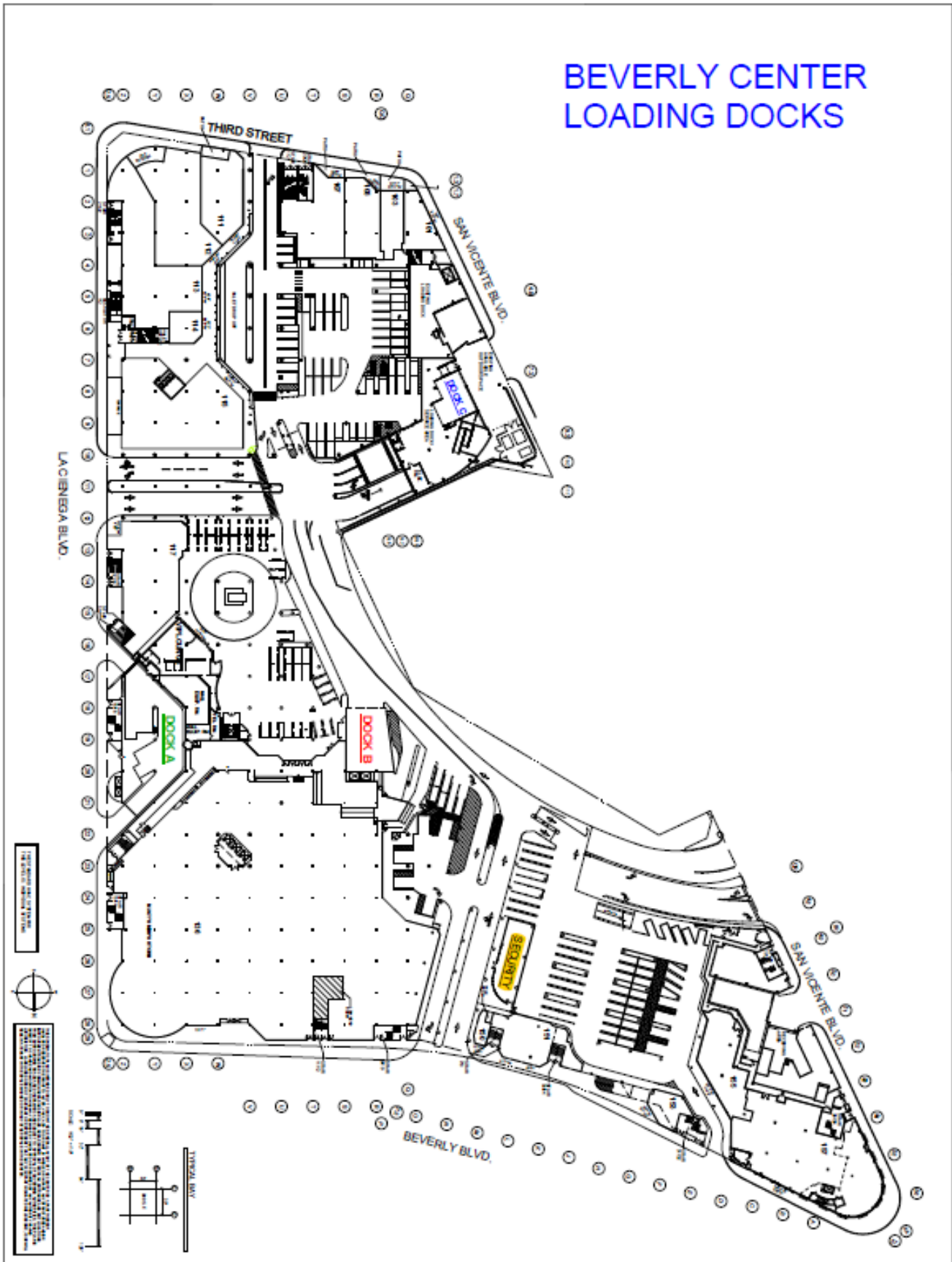
**SECTION**

1 1/2" = 1'-0"



**SSK-001**

# BEVERLY CENTER LOADING DOCKS



Client#:

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/20/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |                                       |                             |
|---|---------------------------------------|-----------------------------|
| PRODUCER<br><br>Agent/Broker Name<br>Agent/Broker Address | CONTACT NAME: Agent Contact's Name    |                             |
|   | PHONE (A/C, No, Ext): 555-555-5555    | FAX (A/C, No): 555-555-4444 |
|   | E-MAIL ADDRESS: Agent Contact's Email |                             |
|   | INSURER(S) AFFORDING COVERAGE         |                             |
|   | INSURER A:                            | Insurer Name Here           |
|   | INSURER B:                            | Insurer Name Here           |
|   | INSURER C:                            | Insurer Name Here           |
|   | INSURER D:                            | Insurer Name Here           |
|   | INSURER E:                            |                             |
|   | INSURER F:                            |                             |

INSURED  
  
Legal Name  
Address

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSR | SUBR INSR | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|-----------|-----------|---------------|-------------------------|-------------------------|---|
| A        | GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR   |           |           | 1234567       | 01/01/2023              | 01/01/2024              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
| B        | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> Hired AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS |           |           |               |                         |                         | COMBINED SINGLE LIMIT (Ex accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$   |
| D        | <input checked="" type="checkbox"/> UMBRELLA LIAB<br><input type="checkbox"/> EXCESS LIAB<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION  |           |           | 9876543       | 01/01/2023              | 01/01/2024              | EACH OCCURRENCE \$ 1,000,000<br>AGGREGATE \$ 1,000,000  |
| C        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  |           |           | 6543210       | 01/01/2023              | 01/01/2024              | <input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                    |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: Location - Beverly Center, LA CIENEGA PARTNERS LP, 8500 Beverly Boulevard, Los Angeles, CA 90048

Certificate Holder and The Taubman Company, LLC are designated additional insureds.

|   |   |
|---|---|
| CERTIFICATE HOLDER<br><br>Beverly Center<br>LA CIENEGA PARTNERS LP<br>8500 Beverly Boulevard<br>Los Angeles, CA 90048 | CANCELLATION<br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE |
|---|---|

POLICY NUMBER:

**COMMERCIAL GENERAL LIABILITY**  
**CG 20 26 07 04**

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

| Name Of Additional Insured Person(s) Or Organization(s)   |
|---|
| <p style="text-align: center;"><b>LA CIENEGA PARTNERS LIMITED PARTNERSHIP</b></p> <p style="text-align: center;"><b>and</b></p> <p style="text-align: center;"><b>THE TAUBMAN COMPANY LLC</b></p> |
| Information required to complete this Schedule, if not shown above, will be shown in the Declarations.  |

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A.** In the performance of your ongoing operations; or
- B.** In connection with your premises owned by or rented to you.

**DOCK INFORMATION | ENTRANCES AND EXITS | ELEVATORS GUIDELINES**
**DOCK INFORMATION**
**DELIVERIES**

- **Semi-trailers are not allowed.**
- Notice to the Facilities Manager (310-289-7530) must be provided when receiving large shipments.

**FREIGHT ELEVATORS**

- Dock B freight elevators are open 24/7.
- Dock A Freight Elevators are open weekdays from 8:00 am to 6:00 pm.
- All items must fit inside of freight elevators, specifically drywall. Please DO NOT use 12' drywall as it will not fit inside the freight elevators.
- If you are not on Dock B side, you CANNOT cross the mall common area. You must cross over on level 5 parking deck to Dock A freight elevator or make arrangements to use Dock A Elevators.

**ENTRANCES AND EXITS**

| <b>LOCATION</b>              | <b>HEIGHT CLEARANCE</b>                                   | <b>ENTRANCE</b> | <b>EXIT</b> |
|------------------------------|---|-----------------|-------------|
| BEVERLY BLVD.                | 13'-2" ENTRANCE / 11'-6" EXIT                             | 21'-6" W        | 14'-8" W    |
| LA CIENEGA BLVD.             | 11'-6" ENTRANCE / 13'-2" EXIT                             | 26'-1" W        | 21'-10" W   |
| SAN VICENTE BLVD.            | 6'-8" ENTRANCE  | 33' W           | 44' W       |
| THE WEBSTER VALET            | 6'-7" ENTRANCE  | 12' W           |             |
| 3 <sup>RD</sup> STREET VALET | 9'-6" ENTRANCE/EXIT                                       |                 |             |
| MACY'S VALET                 | 13'-3" ENTRANCE   |                 |             |
| MACY'S DOCK                  | 13'-4"  | 31' W           |             |
| BLOOMINGDALE'S DOCK          | 13'-6"  | 41' W           |             |
| DOCK A                       | 14'-0" ENTRANCE/EXIT (NO RAMP)                            | 15' W           | 15' W       |
| DOCK B                       | 15'-6" GATE HEIGHT<br>(48.5" DOCK HEIGHT / 50" WIDE RAMP) | 23' W           | 23' W       |
| DOCK C                       | 12'-9" ENTRANCE/EXIT                                      |                 |             |

**ELEVATORS**

| <b>LOCATION</b>   | <b>WEIGHT CAPACITY</b> | <b>DOOR SIZE</b> | <b>INTERIOR SIZE</b>  |
|---|------------------------|------------------|-----------------------|
| (3) GRAND COURT   | 3,500 LBS/23 PEOPLE    | 42"W X 7'H       | 72"D X 80"W X 89"H    |
| DOCK B, #K (5)  | 5,000 LBS/33 PEOPLE    | 60"W X 8'H       | 77.5"D X 98"W X 108"H |
| LAST 34" DEPTH AT REAR OF DOCK B ELEVATOR #5 HAS EXTRA HEIGHT OF 92.5"W X 120"H |                        |                  |                       |
| DOCK B, #J (4)  | 5,000 LBS/33 PEOPLE    | 60"W X 8'H       | 77.5"D X 98"W X 108"H |
| DOCK A, #L (7)  | 4,000 LBS/26 PEOPLE    | 48"W X 8'H       | 57.5"D X 98"W X 108"H |
| DOCK A, #M (6)  | 4,000 LBS/26 PEOPLE    | 48"W X 8'H       | 57.5"D X 98"W X 108"H |
| (2) E1-MACY'S   | 3,500 LBS/23 PEOPLE    | 48"W X 7'H       | 63"D X 84.5"W X 89"H  |
| (2) E2-BLOOMINGDALE'S EXPRESS   | 2,500 LBS/16 PEOPLE    | 42"W X 7'H       | 51"D X 78.75"W X 89"H |
|   | 6,000 LBS/40 PEOPLE    | 48"W X 8'H       | 93"D X 93"W X 99.5"H  |



## Construction Deposits & Fees

|  |              |
|--|--------------|
| Security Deposit (Refundable @ Completion of Construction)                                       | \$10,000.00* |
| Barricade Key Deposit (Refundable upon return)   | \$100.00*    |
| <b>*TO BE PAID BY A SEPARATE CHECK</b>   |              |
| <b>FEES</b>  |              |
| Facilities Fee (Storefront under 25 ft - \$1,300.00; over 25 ft - \$1,800.00)                    | \$           |
| Trash Disposal Fee (\$1,500.00 Min.; \$2.00/sq. ft.) _____ * \$2.00                              | \$           |
| Sprinkler Shut-down Fee (\$700.00 x the number of estimate) *                                    | \$           |
| LAFD Off-Hours Inspection Request Fee (Reimbursement to Beverly Center for pre-pay fees to LAFD) | \$1,277.33   |
| Wi-Fi Meter Fee  | \$           |
| Wi-Fi Meter Installation Fee   | \$           |
| Electrical Safe-Off  | \$           |
| Temporary Power and Lighting (up to 4 month), flat fee   | \$           |
| Additional Spider Box  | \$           |
| Additional Light, 1 per 1000 sq. ft (\$60.00 / each)   | \$           |
| Store Frontage Fee (Barricade Installation / Removal).<br>**Reconfiguration - additional         | TBD          |
| <b>TOTAL, Fees</b>   | <b>\$</b>    |

Please make your checks payable to “**Beverly Center**”.

SECURITY DEPOSIT:           \$ 10,000.00 (paid by a separate check)

BARRICADE KEY DEPOSIT:\$     100.00 (paid by a separate check)

**FEES:**                                 \$       TBD

**TOTAL PAYMENT:**                 \$       **TBD**

Send your payment or hand deliver to:  
**Beverly Center Management Office,**  
**Attn: Facilities Manager**  
 8500 Beverly Blvd., Suite 501,  
 Los Angeles, CA 90048

\*Additional will be pre-paid “at cost” on “as needed” basis



## Permits and Pre-Con Meeting Required Documentation

- A copy of the CONTRACTOR'S insurance certificate (see Pre-Construction Meeting Requirements document for insurance guidelines) **for space #XXXX**
- A copy of the TENANT'S insurance certificate (see Pre-Construction Meeting Requirements document for insurance guidelines) **for space #XXXX**
- A copy of the contractor's license
- Contractor's (or FEES PAYEE) W-9 Form
- List of subcontractors (**Including** Beverly Center Required Subcontractors, see p. 33)
- Proof of Fire Sprinkler Contractor Signed Agreement (if applicable)
- Proposed Construction Schedule/Timeline

\*Provided set of "Rules and Regulations..." **must be initialed on EACH page AND signed BY SUPERINTENDENT** on pp. 45 AND 46 and **returned PRIOR** to meeting

Please forward the documents listed above to Aleks Lanis ([ALanis@Taubman.com](mailto:ALanis@Taubman.com)).

**FOR the pre-construction meeting, please bring the following items (or requested documents could be mailed / e-mailed ahead of the meeting):**

- Check(s) totaling the amount(s) set forth in the fee schedule (**\$ \_\_\_\_\_**)
- The LADBS building permit **must be** obtained prior to the pre-construction meeting and brought to the meeting

\*LADBS – Approved/Stamped Drawings must be brought to the meeting and (1) copy of the permitted set of drawings provided to the Beverly Center (if applicable, due to the scope of project).

-----  
**NOTE:** all project-related communication must include:

Ken Schoenhofen, [KSchoenhofen@Taubman.com](mailto:KSchoenhofen@Taubman.com)  
Victor Lieu, [VLieu@Taubman.com](mailto:VLieu@Taubman.com)  
Aleks Lanis, [ALanis@Taubman.com](mailto:ALanis@Taubman.com)

**SECURITY DISPATCH, AUS: (310) 854-0074**

## Barricade Removal Check List

I, \_\_\_\_\_, hereby requesting barricade removal for  
Name, title / company

\_\_\_\_\_ on \_\_\_\_\_  
Tenant / space # Date / Time

\_\_\_\_\_  
Signature Date

- |     |  |  |  |
|-----|--|--|--|
| 1.  | Store Opening _____<br><small>Date (Planned)</small> | _____<br><small>Date (Actual)</small>          | _____<br><small>Verified by</small>        |
| 2.  | Smoke Test   | _____<br><small>Approved / Passed</small>      | _____<br><small>Verified by</small>        |
| 3.  | Building Mechanical Final Sign-off                   | _____<br><small>Signed / Date</small>          | _____<br><small>Verified by</small>        |
| 4.  | LAFD Final Sign-off                                  | _____<br><small>Signed / Date</small>          | _____<br><small>Verified by</small>        |
| 5.  | LADBS Final Card submitted to Mall                   | _____<br><small>Submitted / Date</small>       | _____<br><small>Verified by</small>        |
| 6.  | Mall tiles replacement verification                  | _____<br><small>Confirmed (Yes / No)</small>   | _____<br><small>Verified by</small>        |
| 7.  | Storefront signage verification                      | _____<br><small>Installed / Functional</small> | _____<br><small>Verified by</small>        |
| 8.  | TGC Painted 12" of Mall Soffit                       | _____<br><small>Yes / No</small>               | _____<br><small>Verified by / Date</small> |
| 9.  | Tenant's Cleaning Crew Scheduled                     | _____<br><small>Yes / No</small>               | _____<br><small>Date / Time</small>        |
| 10. | Tenant's Front Door(s) locked                        | _____<br><small>Checked</small>                | _____<br><small>Date / Time</small>        |
| 11. | Area between barricade and storefront is cleared     | _____<br><small>Checked</small>                | _____<br><small>Date / Time</small>        |

***Mall Office Use Only***

- |     |   |  |  |
|-----|---|--|--|
| 12. | Mall Contractor for barricade removal                 | _____<br><small>Scheduled / Date</small> | _____<br><small>Verified by</small>        |
| 13. | Barricade Key returned to Mall Security Office        | _____<br><small>Yes / No</small>         | _____<br><small>Date / Time</small>        |
| 14. | Meter Reading Requested _____<br><small>Water</small> | _____<br><small>Electrical</small>       | _____<br><small>Verified by / Date</small> |

## STATEMENT OF RECEIPT OF MERCHANT CONSTRUCTION MANUAL

I have received a copy of Beverly Center's Tenant Construction Rules, Regulations and Fees Manual regarding general information, procedures, rules and regulations, and Fees for Merchant construction at the Center.

I understand the contents of this manual and that Center Management reserves the right to change or modify any of these policies.

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

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

\_\_\_\_\_  
Contact Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Center Management Signature

\_\_\_\_\_  
Date

## Close-Out Package Requirements

Close-out package must be returned to Beverly Center ninety (90) days after retailer opening date.  
Failure to comply will result in an automatic forfeit of the construction security deposit.

The following items will be required as a Closeout Package to be submitted to Taubman management prior to opening the store.

- a) Completed Barricade Removal Check List
- b) Copy of the Original FINAL LA DBS Permit
- c) Copy of all inspection sign off sheets
- d) All required warranties
- e) Full set of construction as-built drawings
- f) A Certified Air Balance report
- g) Completed Landlord Punchlist
- h) List of all sub-contractors and contract amounts
- i) Original notarized Unconditional Lien Waivers from all Subcontractors
- j) Original notarized Unconditional Lien Waiver from General Contractor
- k) ALL INVOICES issued by Beverly Center and its affiliates must be PAID with copies of PAID invoices attached
- l) Letter requesting the construction security deposit to be returned

**SIGNATURE:**

I, \_\_\_\_\_, understand and agree to the terms and conditions discussed within this Tenant Construction Manual. If I am signing on behalf of a commercial entity, I am authorized to do so.

I am bound by the terms and conditions within this Tenant Construction Manual. Anyone who succeeds to my responsibilities is also bound.

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

Witnessed or attested by:

|                       |                    |               |
|-----------------------|--------------------|---------------|
| _____<br>NAME (PRINT) | _____<br>SIGNATURE | _____<br>DATE |
|-----------------------|--------------------|---------------|

|   |                    |               |
|---|--------------------|---------------|
| _____<br>NAME (PRINT) Beverly Center Representative | _____<br>SIGNATURE | _____<br>DATE |
|---|--------------------|---------------|

INITIALS \_\_\_\_\_

STORE:

DATE: 04/10/2024