

2024 TENANT CONSTRUCTION RULES AND REGULATIONS MANUAL



**International Plaza and Bay Street
2223 North Westshore Boulevard
Suite 2000
Tampa, Florida 33607
813-342-3780**

Please pay special attention to any requirements listed in this document that are highlight, bold or underlined.

International Plaza does not allow the propping open of any corridor doors, use of corridor doors outside the hours listed below will require the hiring of Security.

Security services is a minimum of 4 hours, rate negotiated with Securiry Director.

Contract directly with Allied Universal John Bartosiewicz, CPP Director of Security
Allied Universal Security Services 1-603-759-0390, 1-813-342-3789 john.bartosiewicz@aus.com

The following items must be in place at time of pre-construction meeting.

- A copy of City of Tampa Permit
- A copy of the landlord approved drawings A copy of the City approved drawings
- **A money order or cashier check (no business or personal checks)** made out to Tampa West Shore Associates d/b/a International Plaza & Bay Street for TBD (this is your non-refundable cost for the barricade)
- **A money order or cashier check (no business or personal checks)** made out to Tampa West Shore Associates d/b/a International Plaza & Bay Street for **\$1,500.00** (this is your non-refundable administrative fee)
- **A money order or cashier check (no business or personal checks)** made out to Tampa West Shore Associates d/b/a International Plaza & Bay Street for **\$3,000.00** (this is your refundable construction deposit)
- A list of all your sub-contractors and their contact information
- A copy of your COI naming International Plaza & Bay Street as additionally insured (sample copy is on page 45 on this attachment)
- Verification that Waste Management has been contacted and open top dumpster has been placed in a pre-selected area with the center's superintendent (no other dumpster companies are allowed)
- Verification of a contract established with AUS Security for any after or before hours work or access, no afterhours work is permitted without hiring center security, contact is above.
- Verification that the center required contractors i.e. sprinkler, fire alarm, BAS have all been contacted. (demo cannot begin until both electric is safe-off and fire alarm is put in test mode by APG) (if required)
- A copy of your W9
- Verification that the tenant has insurance coverage on the space prior to demo beginning (typically done after the lease is signed)

Table of Contents:

Construction Pre-requisites

Security Requirements.....2
Required Documents.....4
Insurance Requirements.....4
Pre-Construction Meeting.....5
General Rules.....5
Barricades6

Construction

Premises Acceptance10
Demolition.....11
Noise Orders.....12
Concrete.....10
Demising Walls.....13
Service Doors/Rear Exit.....14
Electrical.....14
Floor/Deck.....15
Ceilings.....16
Gas.....16
Hazardous Materials.....16
HVAC.....17
Plumbing.....18
Roof Deck.....19
Smoke Detectors & Life Safety.....20
Sprinkler System & Fire Protection.....20
Storefront.....21
Structural Modification.....22
Telephone.....22

General Center Requirements

Deliveries.....22
Inspections.....23
Security.....24

Project Completion

Stocking Merchandising.....24
Store Opening Inspection.....25

Pre-Opening Punch List.....26

Tenant Construction Manual Addendum.....45

Required & Recommended Contractors.....53

Facility Fee Schedule.....55

Construction Pre-Requisites:

Global Risk Consultants (GRC)

Tenant Sprinkler Plan Reviews (TPR's). Roof Reviews (Roof). Mall Plan Reviews (MPR's).

Effective next Tuesday, 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

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) - Site Name, City, State"
For Tenant Sprinkler Reviews:	"Taubman TPR – GRC File # (for site) - Site Name, City, State"
For Roof Reviews:	"Taubman Roof – GRC File # (for site) - Site Name, City, State"

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

1. Create Construction Drawings supporting the work-related discipline to be stamped by a Florida Licensed Architect and/or Professional Engineer and comply with Mall Design Criteria.
2. Submit Construction Drawings to Tenant Coordinator and Local Code enforcement entities to obtain building permits well in advance, 30 to 90 days before anticipated construction start dates.
3. Submit required insurance and workers comp documents to the landlord to include the following as appropriate:

*** New tenants to International Plaza require both tenants insurance and contractor insurance coverage before work on any space can begin.**

Comprehensive Liability:

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

Comprehensive Automotive Liability:

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

- a. Bodily injury (Personal Injury or Death) in the amount of \$2,000,000.00
- b. Property damage in the amount of \$2,000,000.00 for each occurrence.

The following to additionally insured: (see addendum).

4. Submit required workman's compensation documentation as regulated by Florida State Law, in an amount not less \$2,000,000.00 and any additional amounts as required by other applicable statutes. Or Provide an Exemption Certificate DWC-252.
5. Submit a **Certified check** made payable to: **Tampa Westshore Associates, LP or International Plaza & Bay Street** in accordance with the Facility Fee Schedule. **Personal and Business Checks will not be accepted.**

6. One complete set of **Landlord Approved** construction drawings must be reviewed by the tenant's general contractor before the pre-construction meeting if available. A set of approved landlord drawings shall be posted on the construction site at all times the other to be retained by the mall. When the space is completed, we ask the general contractor's drawing set be left with the store for maintenance and repair trade reference.
7. Submit a list of subcontractors used by the General Contractor at the Pre-Construction Meeting to the Facilities Director and Tenant Coordinator. In addition, the general contractor shall complete the remainder of the form and provide the appropriate dates and construction meeting.

Pre-Construction Meeting: It is the Landlord's intention to ensure a smooth and steady construction process for each tenant. The tenant's construction drawings must go through an extensive examination and review process to confirm compliance with the landlord's criteria. During the Pre-Construction meeting the general contractor will be made aware of the tenant/landlord relationship and the obligations the general contractor has while acting as 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.

A pre-construction meeting between Facilities Director or Tenant Coordinator and the general contractor is a scheduled meeting. Arrangements must be made at least 72 hours in advance so that the Facilities Director or Tenant Coordinator can arrange its staff and coordinate the meeting.

Specific requirements will be discussed during the pre-construction meeting. The general contractor involved with construction is fully aware of all information contained in this manual.

1. The landlord approved construction drawings will be reviewed during this time. The general contractor will be made aware of all general and written comments on these drawings. All comments shall be incorporated into the actual store construction. One set of these approved documents must be kept on the job site at all times.
2. A copy of the pre-opening construction completion list will be provided identifying punch list issues that must be corrected prior to store opening. This document will be used throughout construction to identify deficiencies that must be corrected.
3. Complete the lease line inspection and acceptance forms with Facilities Director or Tenant Coordinator.
4. Landlord's "Construction Rules" signboard may be posted in or adjacent to tenant space at all times.
5. Site Specific information (**see addendum**).
6. Contractor shall provide a full time superintendent to be on the job site throughout all phases of the construction of the tenant's premises.

General Rules: The following rules and procedures shall be strictly adhered to during all phases of tenant construction:

1. Construction shall comply in all respects with applicable Federal, State, County and/or Municipal Statutes, Ordinances, Regulations, Laws and Codes.
2. Tenants, Tenant Contractors, and their employees are expected to act in accordance with any and all regulations established by Center Management.
3. All rooftop equipment and support steel shall be approved by Landlord and painted in accordance with the Landlord's finish schedule.
4. Tenant's installing rooftop equipment shall identify such equipment with **Tenant's name and space number on black plastic sign stock with white engraved characters.**

5. Contractor and all subcontractors will check in with International plaza Security before entering the location, **Security will require driver's license and issuing of identification badges daily.**
6. Workers are not allowed to carry tools, construction material or other equipment through the Mall Common Area unless approved by the Facilities Director or Tenant Coordinator.
7. Common area seating is for customers not for contractor and subs, contractors may utilize the food court for eating proving they are not carrying dust into the area or have tool that could damage furniture on their possession.
8. Landlord's Right To Stop Construction: Landlord reserves the right to stop construction at any time for safety or aesthetic reasons, and if a Contractor or Subcontractor's representative violate the rules and policies contained in this manual.
9. Construction Site Signage: shall be limited to include permits, safety, work rules, and all other required signage or as approved by Facilities Director or Tenant Coordinator. This signage is not to be visible from the common area.
10. **Burn Permit:** Any burning, cutting, welding, grinding, braising etc. must be accompanied by a Mall provided BURN PERMIT prior to any work being undertaken.
11. The delivery and transportation of large fixtures and equipment must be coordinated with the Facility Director or Tenant Coordinator 72 hours prior to arrival.
12. All exceptions must be approved in writing by the Facilities Director or Tenant Coordinator.

BARRICADES

1. Barricade fees at set \$8.00 per linear square foot installed, there is additional cost for barricade doors, only International Plaza's contractor is authorized to install barricades at International Plaza.
2. All tenant barricades must remain in a clean, plumb, upright, and sealed condition. The area between the barricade and store front area must be encapsulated and sealed with visqueen (10 mil or greater) and be secured with low adhesive or gaffer's tape. The visqueen must not be visible from the mall common area. Floor protection between barricade store front needs to be installed
3. Barricades for tenant spaces having front door must be secured and locked each night and kept closed during mall hours by contractor. Services corridor doors must also be locked. Tenant spaces already having a back door will not receive a barricade door unless special considerations are made.
4. The storefront barricade cannot be removed prior to construction completion or store opening. Please contact mall management for the relocation or removal of barricades.
5. **Barricade Graphics require center approval for content and application method to mall barricades.**

Graphic submittals need to be scaled to represent the actual look on barricade. Please provide center with the details of how you intend on installing it over the mall's barricade system. We ask this so that our barricades, which are reused, do not suffer damage or have residue left on them.

You will need to submit the method of attachment to the barricade. The adhesive cannot leave a residue or permit the graphic to separate from the barricade. Fines will be assessed for graphics falling of the barricade. Tenant is responsible for barricade cleanup if residue is left on the mall barricade when it is taken down.

Often times store front signs cannot be installed without opening / remove portions of the barricade, all store front signs need to be installed during NON-MALL hours, normally 10:00 PM to 9:00 AM

Security can be contacted at 813-342-3789 on a 24-hour basis.

DOORS/DELIVERIES

Mall and elevator doors are not to be propped open at any time. Security, facilities and cleaning personnel have been instructed to remove door stops or wedges. Damage to doors will be charged to the contractor.

All mall doors are secured after normal business hours, materials scheduled to be delivered or the removal / installation of construction or demolition material requiring the use of mall doors after hours or doors other than the loading dock doors requires the hiring of mall Security. This agreement needs to be in place prior to scheduling any work.

All construction materials for tenants must be brought through the back door, using the designated service elevators and corridors. This will be known as the receiving route and will be designated during your meeting with Mall Management.

If a Tenant's space has no back door, materials, concrete and store fixtures may be brought through the front door of the tenant barricade **after authorization by mall management.** However, the common area floors must be PROTECTED and CLEANED by the contractor 60 minutes prior to opening. **The use of a pallet jacks is not allowed,** all materials must be broken down on wheeled dollies or carts before entering. **(All wheeled vehicles must have non-marking pneumatic wheels/tires)**

Deliveries of construction materials will not be allowed through any public entrance 60 minutes prior to opening.

If the delivery route is over an expansion joint, a ½' sheet of 4' x 8' plywood or underlayment is required to cover the expansion joint and floors from damage.

For delivery of oversized fixtures or materials unable to be routed through existing service entrance (alternative solutions) must be arranged with Mall Management in advance and requires hiring mall security.

Service Area loading docks are to be used for unloading equipment and materials only. If a vehicle is left unattended for fifteen (30) minutes or more, it will be towed.

TOOLS

No wheel barrows, lifts, or hard wheeled vehicles are permitted within the common (**All wheeled vehicles must have non-marking pneumatic wheels/tires**).

Tools and construction materials must be transported using the service elevators only.

Use of escalators, center court and other passenger elevators are **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 mall or service areas at any time. **The use of gas and propane equipment is prohibited.**

PARKING

Contractors may use the mall loading docks for loading and unloading only. **All construction vehicles must be parked in the lot behind the yellow line in the mall parking areas.** At no time will the contractors be allowed to park in the **Fire Lanes**.

Contractors parking in unauthorized areas will be subject to towing at the vehicle owner's expense. See posted signs. Parking in these areas is not permitted. If left unattended for a minute or more, it will be towed.

Contractors and subcontractors vehicles must be parked in the outer portion of the parking lot closer to the ring roads. Vehicles found parked closer to the center or in parking decks are subject to being towed.

PERSONNEL DEMEANOR

Construction workers, tenants and tenant contractors are expected to act in accordance with any and all regulations established by Mall Management.

Abuse, disrespect or insulting action toward customers, fellow workers or International Plaza and Bay Street personnel will not be tolerated. **Contractor's should not be in the mall common area, traverse the common area, smoke at entrances, exits, landscape areas, or use common area toilet facilities.**

Workers with debris on clothing or on their person must be removed before workman leaves the construction site.

Tenant Contractors in violation of any rules will be subject to forfeit all or a portion of the security deposit and a complete construction shutdown.

If fees are assessed for any violation during the course of construction and the retained amount reaches less than 10% of the initial required deposit amount all work must cease. The general contractor needs to supply center management with the required balance to bring the deposit back to the originally agreed upon amount.

This is a smoke free environment. Smoking violations are \$ 50/incident.

INTERNATIONAL PLAZA PROPERTY & EQUIPMENT

Only International plaza personnel are authorized to use International Plaza compactors, trash carts, dollies, tools, lifts and equipment. All work will be done within the confines of the Tenant's barricaded space. **No work will take place in the common area of the mall which includes service corridors.**

RUBBISH/DEBRIS HOUSEKEEPING

Contractors must deposit rubbish only in the contractors "Open Top" dumpsters. Only the Mall approved waste hauler open top dumpsters can be used. A tarp should be used to cover the dumpster and discourage use by others. No salvaging of debris shall be permitted on-site. No debris is permitted around the dumpster and the general contractor shall call to empty the dumpster so it does not overflow. If the Facilities Director or Superintendent are required to call for the dumpster to be emptied, the general contractor will be fined.

Provisions must be made to ensure all dirt and other construction-related debris is kept within the construction area. The threading of pipe and cutting of other construction material may be permitted in Service Docks with prior approval from the Facilities Director and protection the protection of dock finishes. **Mall Management requires the use of walk-off mats and filtered return air ducts and fire dampers during all phases of demolitions and construction.**

If excess noise or odors are identified by Mall Management Personnel to be coming from the construction site, the general contractor will take immediate action to rectify the situation. This is especially important during mall operating hours. Repeat offenses will result in fines.

WASTE REMOVAL/TRASH

Construction trash/debris can create safety and fire hazards. The general contractor will ensure that the construction site is policed daily and ensure debris is removed to provide a safe, sanitary construction site.

Debris will be confined to the Tenant's leased premises. Holding or storing trash in exit corridors, adjacent to tenant spaces, service areas, or other areas will not be permitted. Trash found in these areas will be immediately removed. If the general contractor fails to comply, Mall Management will remove the trash. The cost for removal will be deducted from the general contractor's security deposit. The General Contractor will coordinate the use of trash dumpsters with Mall Management. Cost, location, time schedules, etc. will be understood by the general contractor, who is responsible for cleaning the dumpster area.

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

Mall Management is not permitted to lend mall tools or cleaning equipment. We ask that contractors not jeopardize the employee's position by asking to borrow such items.

Premises Acceptance Walk Through

1. Utility Tie In Locations
 - a. Smoke Detector (if applicable)

- b. HVAC Connections (if applicable)
 - c. Sprinkler main and tie in location
 - d. Fire Alarm (if applicable)
 - e. Domestic Water
 - f. Sanitary Line
 - g. Kitchen Waste (if applicable)
 - h. Vent Line (if applicable)
 - i. Toilet Exhaust Vent (if applicable)
 - j. Telephone Service
 - k. Electric Service
 - l. Gas Line (if applicable)
2. Lease Line location – Review Landlord’s LOD drawings
 3. Existing 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
 5. Project Specific meters and devices
 - a. VAV Box (s) – **mall superintendent will direct type to purchase**
 - b. Temperature Sensor – **see Facility Fee Schedule**
 - c. **VAV Box Control Wire – Contractor Responsibility (contractor needs to work with requirements provided by center required VAV company)**
 - d. Fire Dampers (if applicable) (not supplied by Landlord) - **Contractor Responsibility**
 - e. **Electric Meter: Size: 100 Amp – see Facility Fee Schedule**
 - f. **Water Meter: Size: 1 inch – see Facility Fee Schedule (water meter is read by center BAS, center BAS contractor required, see Superintendent for greater detail)**
 6. Metal Corner Guards – 4” wide metal corner guards from floor to 7’ above finished floors.
 7. Premises Acceptance Form:

Demolition and/or construction can cause unintentional damage. To protect both parties from any damage claims, representatives of the Landlord (Facilities Director or Tenant Coordinator.) and general contractor will inspect the tenant space before construction. Existing conditions within the tenant space and the adjacent area will be inspected, and noted with the date on the Premise Acceptance Form. From this date forward, the general contractor will be responsible for protecting the listed items and any other areas the general contractor or subcontractor occupy.

Barricades

1. Tenant conducting construction after mall opening shall have use of a temporary barricade. The tenant shall reimburse Landlord for use of such barricade. Contractor will be assessed a fee for any damages necessitating replacement or repairs. The barricade will be placed no further than 3' off the designated lease line into the common area.
2. When barricades are installed flush to store front the tenant contractor may move the barricade out three feet from the lease line for work on the storefront. This shall be accomplished in a stable and professional manner and under the supervision of Center Management. The barricade must remain rigid, squared and plumb throughout store construction.
3. All tenant barricades must remain in a sealed condition during all phases of construction. Contractor shall encapsulate the storefront opening with visqueen (10 mil thick) to ensure that no construction dust enters the common area and be secured with gaffer's tape. This visqueen shall not be visible from the mall common area. If it becomes necessary for Center Management personnel to clean the area in front of the store during construction because of time and material expended on the cleanup, fines will be assessed.
4. All storefront mall flooring inside the barricade MUST be covered by plywood or Masonite to prevent damage to the flooring. The tile is no longer available.
5. If the space has a service corridor door, the door must remain closed at all times and locked when vacant. Dead bolts and pad locks are not permitted on egress doors when occupied.
6. No signage is allowed on the barricade except that which is approved or installed by the Landlord.
7. 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 material and paint specifications), repair the decorative neutral piers, and make all floor tile repairs **BEFORE** the barricade can be removed.

Demolition (if applicable)

1. Demolition shall not interfere with the daily operation of adjacent tenants or center common areas. Be aware of work that may cause excessive vibrations, which can damage to adjacent tenant spaced and/or surrounding areas.
2. Remove all existing electrical, mechanical, plumbing and other utilities and equipment to the source. Do not abandon any unused equipment. **DO NOT** remove the Granite voice and data box on the back wall of the space or the contractor must pay to replace it.
3. Demolition materials will be removed in wheeled containers to contractors dumpster(s), Facility Superintendent will determine exact location dumpsters may be placed at the far ends of centers parking areas.

4. Before any demolition is to occur, all return air openings and fire dampers must be individually and completely encapsulated in one continuous filter media rated at a minimum of a MERV8 and completely sealed or closed off so no debris enters the return air plenum of other stores or the mall's return air system. Fines will be assessed if not installed prior to demolition.

Noise & Odors

1. If excessive noise or odors are identified by the tenant coordinator, the general contractor will cease such operations immediately. The general Contractor is encouraged to schedule all noise and odor portions of the project during hours the mall is closed.

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

1. Routes into mall from concrete truck shall be designated by the Facilities Director or Superintendent.
2. All concrete pours shall be scheduled with the Facilities Director at a minimum of 72 hours in advance.
3. Layout of any "new" tenant spaces on grade shall be performed in accordance with the Landlord's space layout. The concrete slab must be made ready to fully accept the bottom track of the demising wall.
4. Concrete trucks must be located outside of the curb around the perimeter of the building or at designated loading dock. No trucks will be allowed on the sidewalks or curbs.
5. All concrete contractors shall put down visqueen and plywood along the route the concrete is carted through the center to the tenant's premises. This shall include the area around and directly below the truck.
6. When pumping concrete to the site, provide wood blocking below the coupling flanges. The flanges shall not rest on the deck or existing concrete sub.
7. No concrete carts or wheelbarrows will be allowed through the main center entrances at any time.
8. **Concrete trucks are absolutely forbidden to wash out or dump any unused concrete on any portion of the center property.**
9. Only electric powered concrete buggies are allowed within the building.
10. Floors on grade: All slabs on grade shall consist of concrete with a minimum strength of 3,000 PSI, a minimum 4" thickness with 6" x 6", W1.4 WWF. Steel reinforcing and a black visqueen vapor barrier (minimum 10 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. Floor will have a smooth troweled finish with a sealed, painted or epoxy finish if no floor covering is used.

11. Supported floors: A depressed area exist in tenant spaces on supported slabs. The general contractor is responsible for filling and sloping this area to ensure that the tenant's finish floor material is the same elevation as landlord's tile floor.
12. Supported floor slabs 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. Only when approved by leasing the landlord will install 4" or 6" metal studs, 16" o.c., floor to structure above. The general contractor shall verify that the drywall contractor installs a minimum of one layer 5/8" fire rated gypsum board, fire taped and packed from floor to ceiling. Finished demising walls shall be installed in such a manner that the resulting partition will provide a fire-rated enclosure to the roof of floor structure above. Verify stud dimensions and gypsum board thickness, layers, and orientation before building walls.
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 the Facilities Director or Tenant Coordinator.
3. Demising walls do not possess any structural value. The general contractor shall provide structural reinforcement if tenant's construction is to be attached to or supported from the demising wall. Structural drawings must be approved by the landlord's structural engineer.
4. The general contractor shall schedule "new" demising wall installation with Facilities Director or Superintendent. Floor conditions must be level and structurally sound to accept the bottom metal track.
5. Areas above the ceilings are 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 general contractor shall install landlord specified fire dampers at tenant contractor expense or secure these openings with screening specified by Facilities Director or Tenant Coordinator.
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 neutral piers at the storefront. The general contractor shall repair any damage to the landlord's neutral pier (or soffit) caused by demolition of construction before store opening.
8. Any expansion joint shall be incorporated into walls if an expansion joint exists within the space. Since demising walls are fire rated, the general contractor shall verify code requirements with the local building department. Landlord approval is required for the aesthetic treatment of any expansion joint details.

Service Doors/Rear or Side Exit (if applicable)

1. Rear service/exit doors and frames shall be commercial grade, “B” label construction with a minimum size of 7’-0” high x 3’- 0” wide. 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. All door shall have welded joints, secured into wall framing, wall to frame gaps caulked and painted with oil based paint to match landlord finishes for corridors.
2. After installation of service/exit door, tenant shall restore service corridor to original condition.
3. Service/exit door shall be finish painted a color specified by landlord and labeled by the landlord at 60” AFF centered engraved sign with store name as specified by Center Management.
4. A doorbell must be installed at service corridor doors to alert store personnel of deliveries. Doorbells must be push button type incorporated into a stainless Steel Cover plate that is mounted to a recessed wall switch work box.
5. A recessed vestibule is required. This vestibule is considered to be part of the service corridor assembly and must be constructed in compliance with the applicable construction codes. A sprinkler head and recessed light are required in the vestibule.
8. 4” wide metal corner guards from floor to 7’ above finished floors to have rounded corners and returns in the vestibule. Secured with pan head Phillips screws to match existing. Vestibule walls shall be restored to original fire rated condition with plywood wainscoting.

Electrical: **The general contractor shall ensure that the electrical contractor is aware of and complies with all landlord comments on the landlord Approved construction drawings.**

1. Tenant, at its expense, shall furnish and install a complete electrical service from landlord’s secondary distribution equipment to a point within the leased premises. This work shall include, but not to be limited to, installing landlord specified disconnected switch at landlord’s distribution equipment and conduit and conductors of sufficient capacity of tenant’s requirements. Contractors will be one continuous run from the disconnected to tenant’s disconnect. The type and size of the electrical service will be as specified on the landlord’s approved construction drawings. Facilities Director or Superintendent will designate location of the power source to the space and required labeling. The general contractor and tenant coordinator should walk the route to verify the methods of attachment, support, penetrations, etc. This will be 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 of up to 3’ for finish connections only.**
3. Temporary power may be available from a source designated by Facilities Director or Superintendent. Any temporary electrical wiring located outside the leased premises shall be

placed in a metal casing. All temporary wiring used during construction (e.g. phone, power, service, etc.) shall be in conduit and removed before project completion.

4. All circuit panels must be balanced. Balancing will be verified by Facilities Director or Superintendent and electrical contractor.

Floor/Deck: All penetrations through any concrete floor slabs must be coordinated with Facilities Director or Superintendent. Core drilling, saw cutting, and jack hammering, bush hammering, chipping, etc., are not permitted without prior approval. The general contractor must perform a field survey of the area below and proposed floor penetration to verify the existence of any electrical, mechanical, etc., equipment. Trenching is forbidden on the second floor of the mall.

1. Any penetrations through the supported floor slabs must have steel, water-tight sleeves. The sleeve penetration and area surrounding this point shall be made waterproof. Verify with tenant coordinator the approved type of waterproofing material and landlord designated waterproofing contractor. All toilet room floors are to be waterproofed with an elastomeric membrane. Waterproofing must extend a minimum of 6' up all wall surfaces.
2. All kitchens, food preparation and serving areas must have a waterproofing membrane. Waterproofing membrane shall be installed by the landlord designated contractor at tenant expense or by tenant contractor as per Mall Management's specifications.
3. Floor drains are required in all toilet room and kitchen areas. The floor shall be sloped to the drain to ensure proper drainage.
4. Access for core drilling into lower level spaces must also be coordinated with the tenants currently in the adjoining space. The tenant has the right to dictate the hours the work can be done, can require the hiring of staff or security at the general contractors expense and may also require the area be restored to preexisting condition.
5. Some on-grade slabs contain conduit/piping for telephone, electrical, plumbing, etc. Coordinate any cutting and drilling through slabs with tenant coordinator. A detection survey may be required.
6. No trenching of supported floor assemblies is permitted. Coring must be coordinated with Field Coordination Staff.
7. **Trenching of any type is not permitted on the second level of the mall.**
8. Transitions between dissimilar floor materials shall be smooth and flush. The use of transition or reducer strips is not permitted.
9. The general contractor shall field verify the existence of expansion joints within the space. Some floor slabs are fire-rated. Verify that expansion joints meet all code requirements. Landlord approval is required for aesthetic treatment of this joint.
10. Mall floor tile may be available for repairs to match existing mall floor at the storefront. Such tile shall be available with tenant approval of the Facilities Director or Superintendent. The general contractor will reimburse Facilities Director or Superintendent the applicable charge of any replacement tile required.

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

1. **If the area above the ceiling is used for a return-air plenum, the general contractor must ensure that all ceiling components are plenum rated.**
2. Maintain access to all tenant and center equipment above the ceiling per all codes and maintenance requirements. Coordinate access panel locations with tenant coordinator, the building inspector, and landlord approved construction drawings.
3. The maximum ceiling clearance will be designated on the landlord's space layout. If tenant desires ceiling elevations higher than those permitted, relocation of plumbing, electrical, mechanical, fire protection, etc. will be at tenant's expense. Use of center's subcontractors may be required.
4. An expansion joint must be incorporated into the ceiling construction if present within the space. The general contractor shall verify code requirements with the governing agency. Landlord approval is required for aesthetic treatment of this joint.
5. Do not remove or relocate any existing support hangers.
6. Building Heights: (see addendum)

Gas (if applicable): A gas manifold has been provided. Superintendent shall direct the general contractor on the routing, type of support, etc., for this piping.

1. Locations of gas manifolds: (contact landlord)
2. Exposed pipes in parking facility and service areas shall be painted to match adjacent surfaces or to match identify piping purpose (yellow for natural gas).
3. Enclosure requirements should be verified with the local government agency. Vented shafts, chases, etc., may be required along the route.

Hazardous Materials

1. The identification, handling, and disposal of hazardous materials, as determined by federal, state, county, and/or city statutes, ordinances, regulations, laws and codes, are the responsibilities of the general contractor.
2. The Facility Director will request manufacturer safety data sheets (MSDS) on certain materials, especially floor tile and adhesives (mastic). The general contractor shall ensure that all materials used in the store construction are identifiable, the MSDS's are already available (on the job site), and the applicable MSDS sheet is provided to Facilities Director or Superintendent

3. All materials used in construction shall be “asbestos free”. Materials listed as “non-asbestos” are unacceptable and shall not be used for construction.

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

1. Placement of any mechanical equipment in the roof shall be scheduled with Facilities Director or Superintendent. 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 pound will require a crane and/or helicopter.
2. HVAC equipment that produces a discharge or requires drain shall be tied into the building’s drainage system. Roof equipment cannot drain onto the roof as this eventually causes damage. Tie-in requirements shall be coordinated through Facilities Director or Superintendent.
3. All roof equipment (new or used) shall be painted (see addendum). Each piece of equipment will be labeled with store name and space number on two sides each facing the roof hatch and high monitor roof. Engraved plastic signage is required black with white characters.
4. All process exhausts, hood exhausts, equipment vents and other contaminate exhausts when permitted by landlord shall discharge vertically to the atmosphere, 20’ distance cannot be achieved. This may also be true for longer distances as each location is field coordinated.
5. Provide clear access to all equipment in ceiling space.
6. **Flex duct of any type is not permitted for use at International Plaza.**
7. Contractor will provide access panels to all landlords’ equipment and shut off valves.
8. If required, ceiling plenum unit heaters will have a thermostat set at 55° F.
9. When the system is ready for startup, Facilities Director or Superintendent shall be notified at least 24 hours in advance, allowing time schedule an operational inspection. The system shall be 100% operational before store opening.

Tenant stores in centers with VAV based HVAC supply systems

10. An air-balance of the system must be performed by an independent temperature controls contractor as required by Facilities Director or Superintendent with a certified air-balance report submitted to Facilities Director or Superintendent before the store opens. The general contractor’s deposits will not be processed for return until this report is received.
11. **Facilities Director will direct contractor on what type of VAV variable air volume (VAV) to purchase if an additional or replacement is needed. The terminal box (s) and temperature sensor (s) and temperature sensor (s). will be coordinated between the tenants HVAC contractor, the tenants GC Jolamar Electric.**

12. Facilities Director or Tenant Coordinator will determine the supply-air, fresh-air, relief-air taps, etc. to be used. Any unused supply-air taps shall be capped and sealed. Air may not blow freely from any tap unless a VAV box is attached.
13. The general contractor shall ensure the HVAC contractor does not install any dips, bends, or turns at this attachment. Any “kinks” may cause the VAV box to become inoperative or drastically impair the efficiency of the unit.
14. The center’s HVAC system supplies air to various areas of the center and tenant spaces. Attachments into the supply-air after grand opening occur when the system is off. Typically, the units are off between the hours of 10 PM and 7 AM. Verify times with tenant coordinator.

Plumbing: The general contractor shall verify that the plumbing contractor is aware if and complies with all landlord comments on the landlord’s approved construction drawings.

1. Facilities Director or Superintendent 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’s contractor is responsible for making penetrations through the concrete slabs. Penetrations must be made through water tight sleeves - 4’ above finished floor and are subject to the approval of Facilities Director or Superintendent, **all pipes must be labeled with tenant space number.**
3. Work requiring access into adjoining tenant spaces shall be negotiated by the general contractor through Facilities Director or Superintendent with the appropriate store manager and/or owner. Any damage caused by this work shall be corrected by the general contractor at his expense.
4. Ensure that all sanitary clean outs are exposed and remain accessible. Since many trades can affect this requirement, the general contractor shall ensure that all subcontractors are aware of any existing clean outs. Coordinate locations with Facilities Director or Tenant Coordinator after demolition.
5. **The tenant plumbing contractor shall install a landlord specified domestic water meter,(meter needs conduit installed back to the BAS control) in the tenant space that reads in gallons. Such meter shall be located no more than 3 ft. above the floor and include shut-off valves. Meter and valves are to be accessible at all times, they are to be installed horizontal flat and with check valves.**
6. All supply water lines, exposed or concealed, shall be insulated. Ensure that this insulation material is plenum rated as necessary.
7. The general contractor shall ensure that the plumbing contractor does not leave any uncapped or open sanitary or vent lines, etc. Unnecessary clean-up can be costly and offensive.
8. **Floor drains must be installed in all restroom floors.**
9. Food Service floor drains must have proper air gaps or anti-siphon valves and have metal removable strainers installed.
10. All food sink drains must have air gaps or anti-siphon valves and have removable metal strainers installed.

11. Water Heaters and storage tanks shall be located and connected so as to provide access for observation, maintenance, servicing and replacement.
12. All core drilling must be done outside of operating hours so as not to interfere with normal operation of the center.
13. Copper, steel, or cast iron or any other code-complying metal shall be used for all piping. Use of plastic (PVC) pipe if approved, shall be as defined on landlord approved construction documents.
14. When construction is complete, all sanitary lines shall be “routed out”. Written notification, indicating date and time shall be provided to Facilities Director or Superintendent before barricade is removed.
15. Bay Street food tenants requiring plumbing access to waste oil receiving stations and stub outs shall coordinate routing and required material on site with the Facilities Superintendent.

Roof Deck: The general contractor shall coordinate any work that requires modifications to the existing roof with Facilities Director or Superintendent. The general contractor must use the center’s roofing contractor for all roof modifications. The general contractor shall ensure that all applicable subcontractors (i.e., HVAC, mechanical, electric, etc.) are aware of the roof requirement.

1. Tenant general contractor shall contact the landlord’s roofing contractor (see addendum), to arrange for any penetrations required through the landlord’s roof. No other contractors are allowed to make roof penetrations.
2. Typically, any openings in the roof greater than 12’ x 12’ require steel reinforcing. This steel shall be installed before cutting the roof. Drawings showing the roof framing must be approved by landlord’s structural engineer.
3. The general contractor shall coordinate access to the roof for his subcontractors. Access shall be through the applicable roof hatches and must be coordinated with Facilities Director or Superintendent.
4. Pipes, conduit, ducts, antennas, or other equipment shall penetrate vertically through the roof directly to the serviced equipment below. Any material installed horizontally across the roof is subject to immediate removal.
5. **Antennas are permitted on the roof as identified in the lease or only after a ‘roof access agreement’ has been executed between the landlord and the tenant.** This includes satellite dishes, music dishes, and any other transmission or receiver devices. These units must not be visible from the exterior of the mall and installed to meet Miami-Dade Hurricane standards.
6. All crating materials, unused equipment, trash, debris, etc. Shall be removed from the roof upon completion of work by the general contractor. A “clean-up” fee will be assessed of removal of debris, equipment, etc., is performed by center management.
7. Equipment of any kind shall be carried over the roof expansion joints. Do not drag, drop or manhandle any equipment across the roof. The cost of repairs for damage caused by any tenant subcontractor will be deducted from the general contractor’s construction deposit

8. Any use of crane or helicopter must be coordinated through Facilities Director or Superintendent.
9. Equipment placed on the roof shall not be visible from any location on the center site or perpetual property. Coordinate equipment placement with Facilities Director or Superintendent.

Smoke Detectors (if applicable)

1. All life safety requirements associated with the tenant's construction are based on the initial code review of the base building. Smoke detector, smoke exhaust, egress routes, etc. are unique to this center. Any tenant system that requires attachment to the center systems shall be coordinated with Facilities Director or Superintendent. The general contractor and his subcontractors shall be aware of all comments on the landlord approved construction drawings.
2. Changes to the base building life safety system may require a life safety inspection by the local building inspectors.

Sprinkler System: The general contractor must use the facilities fire protection contractor and ensure the design complies with all comments on the landlord approved construction drawings. All plans must be approved before tenant's opening.

1. The general contractor shall ensure that the fire protection subcontractor submits drawings to the landlord's insurance underwriter (**see addendum**). Approval must be obtained before tenant opening.
2. Many tenant spaces have more than one sprinkler main within the space. The tenant coordinator shall designate the sprinkler main to be used.
3. Permanent system isolation valves are not permitted in the system. Auxiliary drain valves may be used. They should be located in an area that does not invite tampering and will be tagged and capped.
4. The sprinkler system is monitored by the local department, center security, and various alarm companies. Contractors must not tamper with these systems.
5. The general contractor shall contact tenant coordinator not less than 72 hours in advance to schedule a sprinkler system drain down to tie-in the tenant system. For information on sprinkler drain down fees and any special requirements (**see Facilities Fee Matrix**).
6. Sprinkler systems will not be drained on weekends, holidays, nights or when the center is open to the public. Systems may be drained between the hours of 7:00 AM and 9:00 AM Sprinkler systems must be charged and reported back in service no later than 9:30 AM Earlier drain downs can be arranged.
7. Before a shut down for final connection can occur, the system shall be hydrostatically tested and made ready for tie-in. The general contractor shall schedule a date and time for the system shut down, which shall be scheduled a minimum of 72 hours in advance with tenant coordinator. A copy of the approved hydrostatic test will be given to tenant coordinator prior to connection to the sprinkler main.

8. A minimum of two (2) fire extinguishers must be located on the job site during construction. Hard hats and other safety equipment must be available for visitors.
9. All workers must sign in and out of Security Dispatch daily and must obtain Contractor badges to wear while at the center. Badges must be returned to Security Dispatch daily. Failure to return badges will result in fines.

Sprinkler Criteria **Sprinkler heads are to be a mix of central ½ in orifice, GB- upright, pendent and sidewall, heads, Grinnell, 17/32 in. orifice, Model A extended coverage horizontal sidewall sprinklers, central concealed, ½ in orifice GB4-FR pendent heads. All the sprinkler heads noted above are Factory Mutual Research Approved. The Viking Model HQR-2 is not approved.**

Storefront **The landlord requires a smoke/fire separation at the center’s bulkhead. The 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, roof, purloins, piping, or neutral piers.
2. All storefront gate key switches shall be concealed within the storefront design. Cover plates surrounding the cylinder lock shall be minimized in size and finished to match adjoining storefront finishes.
3. Caulk, sealant, 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 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, sealant, corner trim, 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 general contractor shall coordinate any repairs with tenant coordinator. If these items are not addressed before project completion, repair cost will be deducted from the general contractor’s construction deposit.
6. Storefront construction may not extend beyond the lease line or permissible projection area unless approved by the landlord. Awnings, cornices, moldings, lamps, etc. are to be located within the tenant’s leased premises.
7. The general contractor shall ensure that the sign contractor is aware of all comments on the landlord’s approved sign shop drawings. Landlord approval is required before sign fabrication. Failure to submit shop drawings may prohibit the storefront sign from being installed. Temporary signs will not be permitted for store openings. Advance notice of Sign Installation is required to Facilities Director and Superintendent.
8. The tenant’s general contractor shall insure access to all landlord equipment existing adjacent to the storefront or within the tenant space.

9. The tenant's general contractor is responsible for final cleaning of the storefront, neutral piers and floor tile at his storefront prior to opening.
10. Overhead grilles which are wider than twelve (12) feet shall be motor operated.
11. All store number plaques are required to meet the following criteria; if the space number is to remain the same the existing plaque shall be removed and stored by the General Contractor at the start of the project. If the store number is required to change and a new plaque is required, the tenant's general contractor will work with the Facility Director or Superintendent to contact the authorized sign company that follows International Plaza and Bay Streets specifications to create the new store number plaque based on the tenant's lease identification number. All tenants at International Plaza and Bay Street utilize a 4" wide by 1/4" thick brushed aluminum mounting plate (7" or 11" long depending on the number characters) with raised black aerial lettering applied to the plate. Plate shall be installed using double side tape on the lower right-hand side of the store front entry. In situations where store front characteristics prohibit installation in this manner the General Contractor, Tenant, Facility Director or Superintendent will agree upon a selected location.

Structural Modifications

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

1. Those tenants desiring to make changes to the base building structure must submit to the landlord drawings and specifications from a certified engineer for approval. (Refer to lease agreement exhibit "B")
2. The following conditions are applicable:
 - A. Duct shaft penetrations.
 - B. Exterior wall penetrations
 - C. Extra ordinary loads (i.e. safes, vaults, transformers, water heaters, mezzanines, etc.).
 - D. Relocation of structural members. (see tenant handbook for load limitations on the upper levels)
3. 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. should not be modified by the contractor unless specifically noted on the landlord's approved construction drawings.

Telephones

1. The contractor must coordinate all cabling requires existing the tenant space to the demarcation location through the center's telecommunication and data partner. (see required contractor list)
2. All telephone cables outside the tenant premises shall be in conduit.
3. At least 1" EMT conduit is required from tenant space to landlord's telephone room.

4. Access to landlord's telephone room is through the safety department via approval by Facilities Director or Tenant Coordinator.

General Center Requirements

Deliveries

1. All deliveries routes to the construction site will be designated by Facilities Director or Superintendent. The general contractor shall ensure that all project subcontractors are aware of these routes Coordinate deliveries with Facilities Director or Superintendent.
2. Loading dock shall be used for all deliveries. The general contractor shall verify door size openings from the service area to the construction site, to ensure that all types and sizes of materials can be delivered to the space. Facilities Director or Superintendent will designate the appropriate service area for deliveries.
3. Service areas shall be used only for loading and unloading construction materials. Any vehicle parked more than 30 minutes with no activity will be towed at the general contractor's expense.
4. Deliveries to the tenant space shall be made through the service corridors to the rear door (where possible). When authorized by Facilities Director or Tenant Coordinator, deliveries will be permitted through the center common area during Non-Mall Hours normally after 9:30 PM and before 9:00 AM.
5. Delivery carts used in center shall be equipped with non-marking pneumatic tires. Pallets Jacks, carts and hand trucks with hard or steel wheels are not permitted. Cost of floor repairs for damage caused by deliveries will be deducted from the general contractor's construction deposit. If your course of travel through the center is over an expansion joint, a ½" sheet of 4' x 8' plywood is required to cover the expansion joint.
6. Escalator and passenger elevators are not designated to transport gang boxes, ladders, carts or other construction materials. The general contractor shall ensure that subcontractors are aware that escalators and passenger elevator shall not be used for deliveries.
7. Customer entrances to the center shall not be used for material deliveries. Special conditions may warrant exceptions but prior written authorization from Facilities Director or Tenant Coordinator is required before delivery.
8. The general contractor shall ensure that any dirt, litter, or tire tracks left from deliveries shall be cleaned by the responsible contractor. If clean-up is not performed within a reasonable time or 30 minutes before mall hours, center cleaning personnel will perform the work and, the cost will be deducted from the general contractor's construction deposit.

Inspections

1. Tenants work shall be subject to inspection by Facilities Director or Superintendent and other landlord designated representative 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 closet, etc. shall be coordination through center security
2. **The general contractor is responsible for securing the construction site at all times.** Contractors shall safeguard/secure all tools, materials, supplies etc. The center will not be responsible for any items lost or stolen.
3. The center hours of operation are normally 10 AM to 9 PM Access outside of normal hours shall be coordinated through security and authorized by the Facilities Director or Superintendent. Construction work is permitted 24 hours a day providing there are no disruptions to the center or adjacent tenants daily operation.
4. Conduct of all contractor involved with tenant construction is the responsibility of the general contractor. Rude, disrespectfully of the general contractor. Rude, disrespectful or loud behavior will not be tolerated. The general contractor shall ensure that all requests by Facilities Director or Tenant Coordinator shall be completed with immediately. Absolutely no alcohol, drugs, weapons or smoking is permitted on center property.
5. **All lunch breaks, coffee breaks, etc. by contractors shall be confined to the construction site. Any contractors seen lounging in the common area will be asked to move into the construction site.**
6. All contractors are required to wear appropriate construction clothing and protective equipment. It shall be understood that shirts, safety shoes, hard hats, long pants, etc. will be worn at all time.

Project Completion Stocking/Merchandising

1. The landlord cannot be responsible for tenant's merchandise. Merchandise may not be stored outside the confines of the leased space.
2. Debris associated with merchandising must be discharged in the waste dumpsters designated by Facilities Director or Superintendent. Refuse and cardboard dumpsters are available for tenant use not contractors use, when the tenant signs up for service by center's designated contractor.
3. Facilities Director or Tenant Coordinator will designate the loading dock and route from dock to space.

Store Opening Inspection

1. **The store must be 100% completed, fully cleaned and ready for business before the barricade is scheduled to be removed.** This means the day before at 2 PM. The general contractor will coordinate a walk through with Facilities Director or Superintendent before project completion to define deficiency corrections. The pre-opening construction completion checklist will be reviewed at this time ensure that all landlord issues and deficiencies have been corrected prior to store opening.
2. A final inspection by Facilities Director or Superintendent to schedule barricade removal and to verify completion of the pre-opening checklist is required. This inspection must be scheduled 72 hours in advance of the desired barricade removal. A copy of the completed building permit and/or the Certificate of Occupancy shall be presented to the management office before the inspection.
3. The general contractor's construction deposit will not be processed for return until an air balance report and all landlord issues are resolved. Allow at least thirty (30) days for processing return of construction deposits.
4. **General contractor to install a wall mounted PVC capped pipe near rear door or transformer with a single set of approved drawings.**

Pre-Opening Punch List Completion Checklist

Tenant _____ Space No. _____

- Repair damage to Landlord's mall soffit and neutral piers.
- Clean Storefront
- No exposed unfinished edges of any material permitted, for example; polish all marble edges, miter all joints, and finish veneer all raised plywood panels.
- Relocate/conceal all mechanical devices and grille controls, not to be visible at storefront
- No visible Sensormatic, security, or customer devices permitted.
- Battery packs on exit and emergency lights must be recessed or remote-located.
- Provide flush transition at all changes in finish floor materials. No reducer strips permitted.
- Signage is to be fabricated and installed in compliance with Landlord's approved sign shop drawings. Visible fasteners weep holes, or visible light sources and manufacturer labels are not permitted.
- Service door and vestibule are finished and painted per Landlord's specifications.
- Rooftop equipment is labeled with the tenant's name and space no. and painted per Landlord's specifications.
- Provide air balance report
- Provide Hydrostatic Test Certificate.
- Water and electric meter installed in an easily accessible and readable location within the leased premises.
- See back for additional comments.

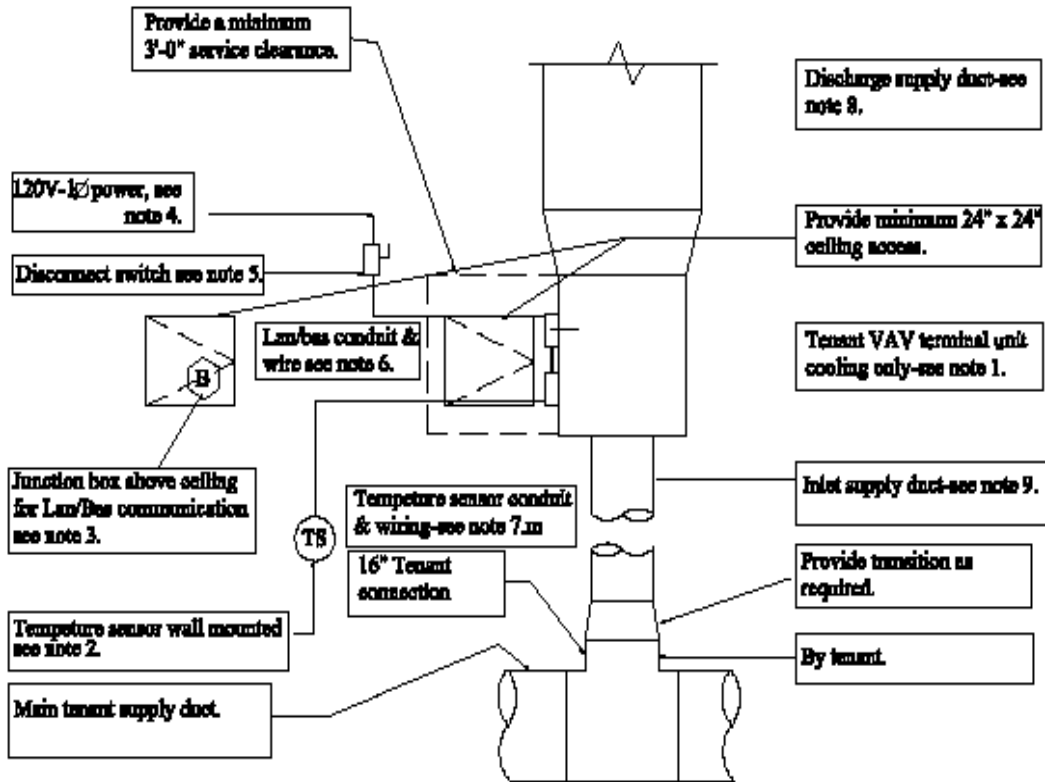
Inspected: _____
Mall Representative Tenant's Construction Superintendent

Date: _____

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

Schematic Diagram Tenant VAV Unit

Access must be provided and maintained to service the tenant VAV & BAS/LAN communications junction box above ceilings. Provide access door in ceiling if other than lay-in type ceiling. Minimum size access door shall be 24" x 24"

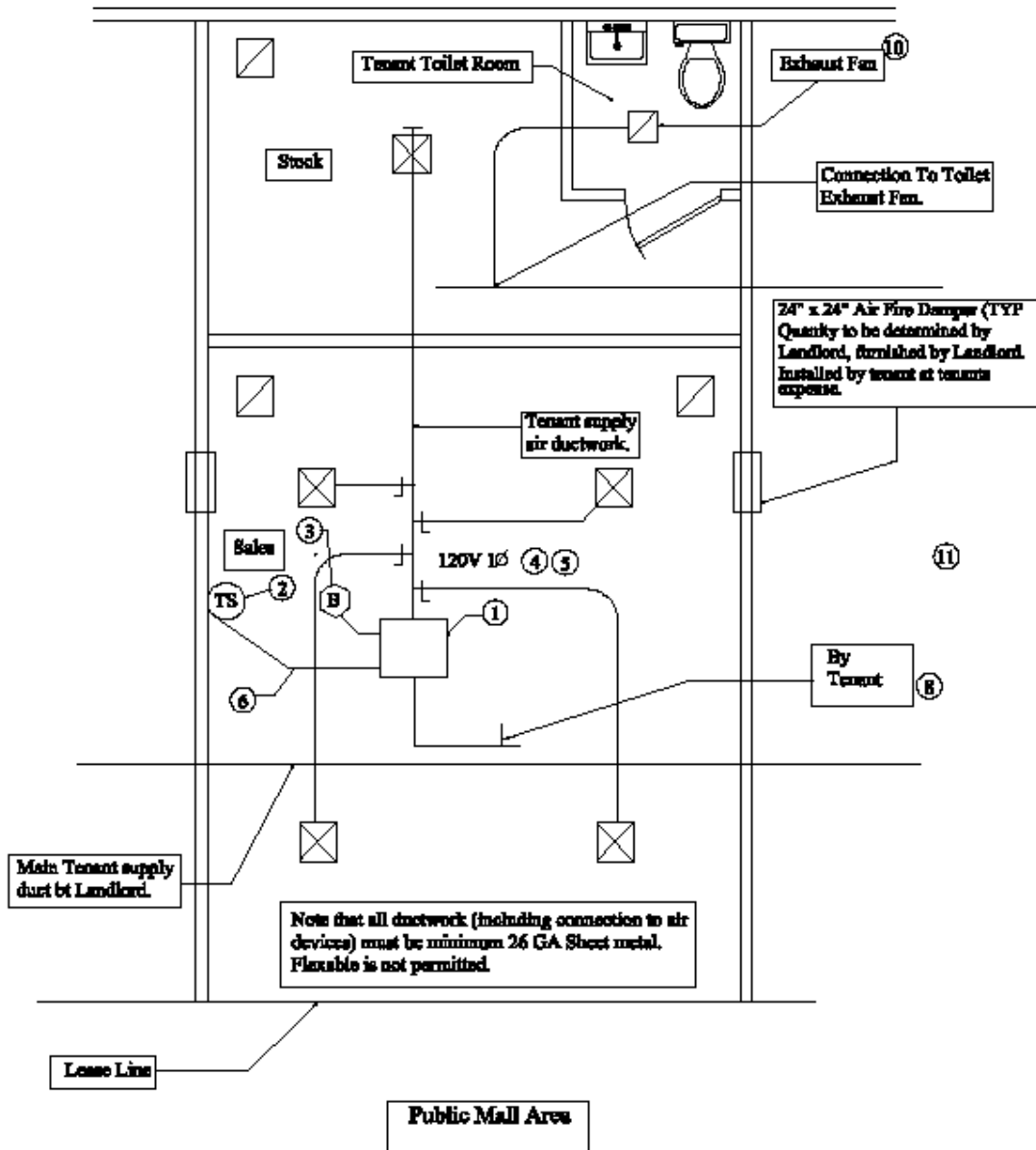


Notes

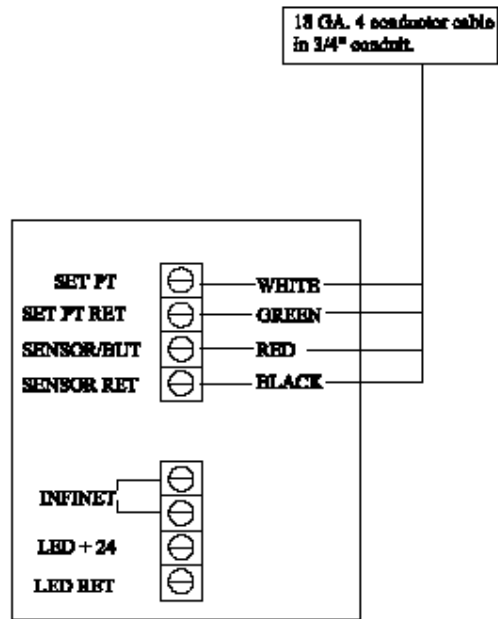
1. Tenant VAV Terminal Unit: VAV units are single duct, cooling only enviro-tec no SDR. VAV unit has an access panel on bottom-provide adequate clearance for servicing. Provide a minimum of 3'-0" clearance on side of VAV to access electric service and controls. The VAV terminal units should be furnished and installed by the tenant's HVAC contractor at the tenants expense. Final connections at the VAV Box controller shall be made by the landlords BAS contractor at the tenant's expense.
2. Temperature Sensor: Temperature sensor to be wall mounted. Locate temperature sensor in an area not obstructed from air circulation. The temperature sensor shall be coordinated by the center required BAS contractor.
3. Junction Box: Junction box painted orange located in rear corridor (see Superintendent for exact location) for termination of tenants LAN/BAS wiring. All wiring must be installed in ¾" conduit. Final connections to landlord LAN/BAS system shall be performed by the landlords BAS contractor at the tenant's expense. Tenant's contractor shall install ¾" conduit and wire between VAV unit and junction box access to junction box through ceiling must be provided and maintained.
4. 120V-1 Power: A 120V-1 power circuit shall be provide to the VAV terminal unit by the tenants contractor provide a dedicated circuit with locking mechanism on circuit breaker-coordinate with electrical
5. Disconnect switch: Provide a disconnect switch adjacent to VAV terminal unit for servicing equipment-coordinate with electrical.
6. LAN/BAS conduit & wiring: LAN/BAS wiring shall be installed in ¾" conduit. The final connection at the junction box shall be made by the landlords BAS contractor at the tenant's expense. LAN/BAS wiring is supplied by BAS contractor.
7. Temperature sensor conduit & wiring: Temperature sensor wiring shall be installed in ¾" conduit. Temperature sensor requires a standard 2' x 4' electric box mounted vertically. Wiring must be compatible with temperature sensor & VAV terminal units. Refer to the attached drawings for making wiring terminations to the temperature sensor.
8. Discharge supply Ductwork: Discharge supply duct to be rigid galvanized sheet metal ductwork. No flexible ductwork is allowed. Discharge supply ductwork shall be installed or lined.
9. Inlet Supply Duct: Inlet supply duct to be round rigid galvanized sheet metal ductwork, flexible ductwork is not allowed. Inlet duct shall be approximately 3' to 5' straight into box and must be the same size as inlet diameter connection to VAV unit. Inlet supply air duct shall be externally insulated. Tenant contractor shall utilize the 16" taps provided within each tenant space. No additional connections to main tenant supply duct are allowed. If additional taps (s) are required, tenant must engage the landlord's approved contractor for this work.
10. Toilet exhaust fan or FAN/ light combination with associated toilet exhaust vent piping shall be furnished and installed by the tenant's contractor. Connect to landlord's toilet exhaust main.

11. 24' x 24' fire dampers should be purchased by tenants GC or contractor following landlord requirements and installed by tenant. All at the tenant's expense. Quantities to be determined by the landlords and tenants architect or engineer.

Service Corridor



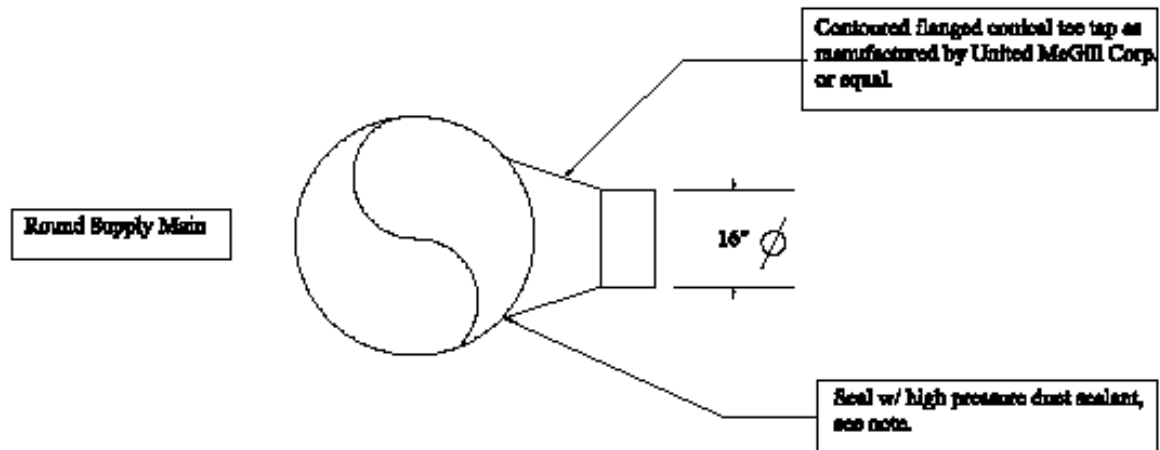
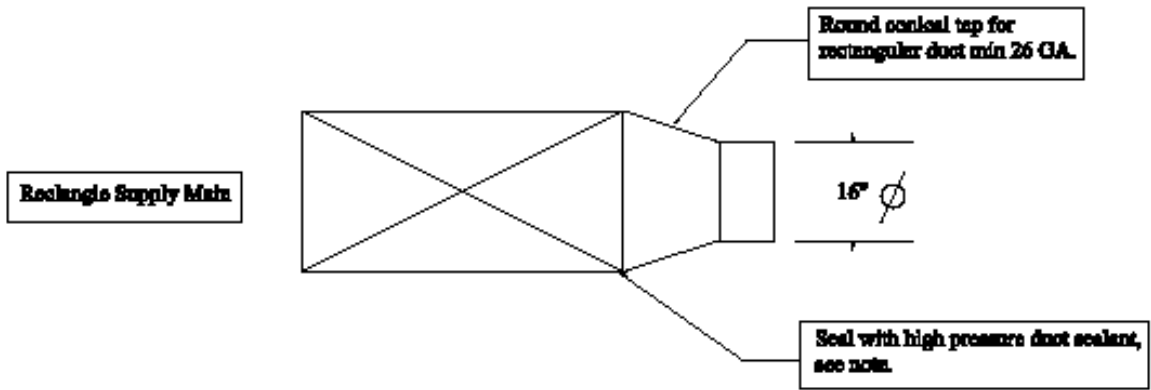
To and Over TCX 865 in VAV Box



- Notes:**
1. Sensor to mount at 5'-0" AFF.
 2. All cable to be in 3/4" conduit.
 3. Correct cable is available in tenant field coordination office and must be purchased from the Lansford.

TENANT VAV DUCT DETAIL

All VAV Duct taps shall be 16" Size, regardless of VAV Box Size.



NOTES:

1. Tenants requiring additional VAV taps must be installed per this detail and must be inspected by Landlord Mechanical contractor after installation, and prior to patching duct installation.
2. Duct sealant shall be United McGill sealer, uni-weather hard cast iron all weather sealer or equal. Sealant shall be listed and have fire hazard classification rating not exceeding 25 flame spread and 50 SMC developed.

Tenant VAV Checklist

Tenant Name: _____

Tenant Space Number: _____

Contractor Name: _____

Contractor Contact: _____

Phone Number: _____

Startup Date Request: _____

Startup Time Requested: _____

Startup dates should be scheduled 5 working days in advance. If less than 5 days' notice is given all scheduled startups shall be scheduled Monday through Friday between 8:00 AM and 5:00 PM.

Item	Yes	No
VAV is installed	_____	_____
VAV box and junction box Are readily accessible	_____	_____
All cable is in conduit	_____	_____
All cables is in conduit	_____	_____
All cables are marked at each end and a legend is attached to the VAV cover.	_____	_____
Temp, sensor is installed from VAV to junction box	_____	_____
Permanent power to the VAV is on and will remain on. Breaker lock is installed.	_____	_____
Test and balance contractor is scheduled For same time to provide K factor and Balance the box.	_____	_____

Any delays or return trips due to either the above work not being complete will result in additional charges at the rate of \$75.00 an hour plus a \$15.00 trip charge if personnel are not already on site.

Signed: _____ Date: _____

FIRE ALARM VENDOR:

APG Electric (Required)
7225 140th Avenue North Suite K
Clearwater, Florida 33762-3822
727-530-0077 (office)
727-530-0045 (fax)

Equipment Prices (call vendor to confirm process as they change over time):

Note: Taxes of 8.5% will be added to all prices.

Photoelectric Smoke Detector with base:	\$126.00
Intelligent Heat Detector:	\$80.00
Intelligent Monitor Module:	\$90.00
Intelligent Control Module:	\$118.00
Intelligent Duct Detector with Tubes:	\$279.00
Intelligent Pull Station:	\$131.00
Intelligent Relay Module:	\$112.00
System Sensor Horn/Strobes:	\$58.00
System Sensor Strobe:	\$43.00
Power Supply/Signal Expander:	\$438.00

Service Prices:

Interface connections, programming and testing of devices to the mall system:
Not to exceed: \$640.00 @ \$80.00/hour.

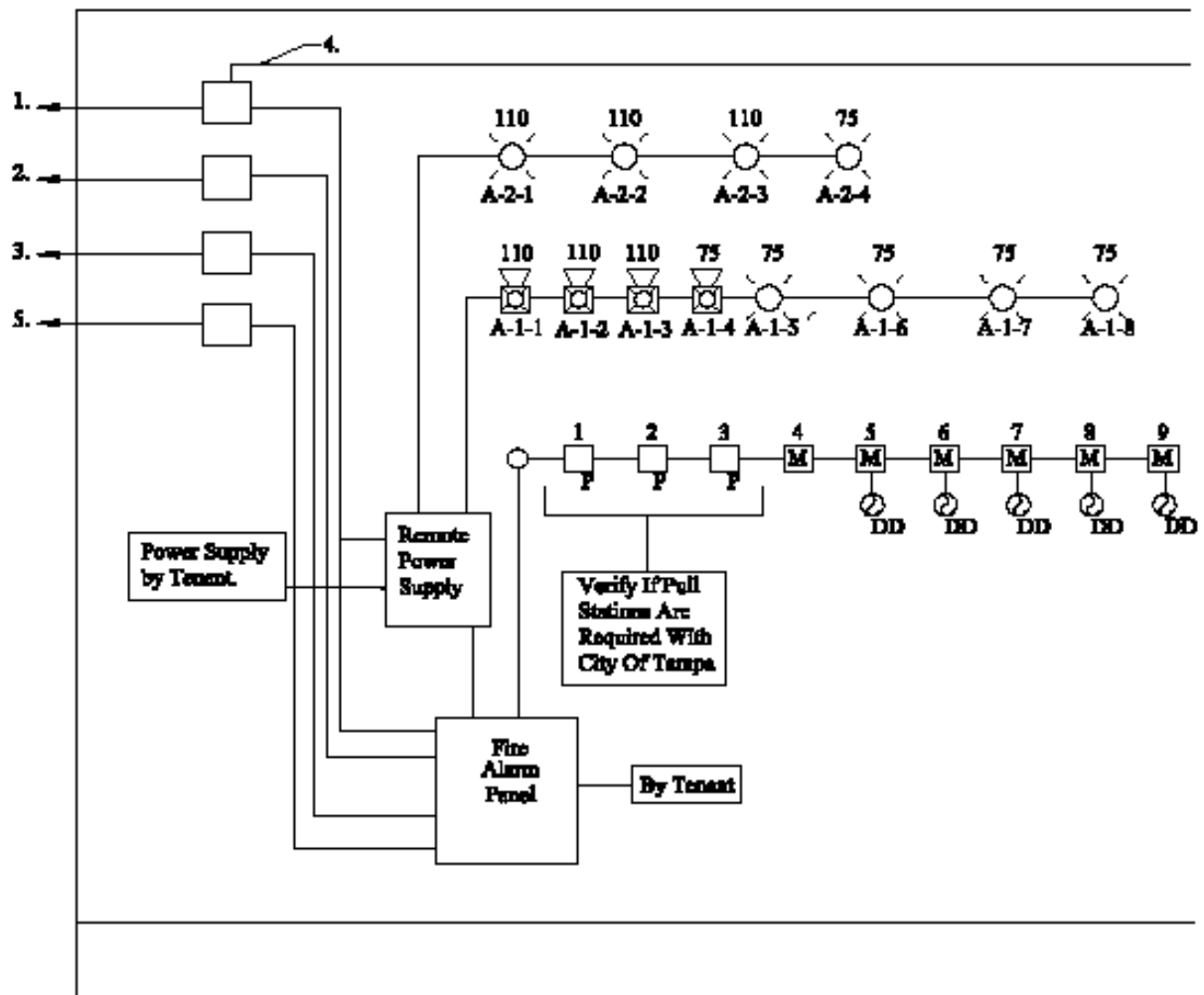
Fire department testing, with tenant contractor in the space and an APG technician at the control panel:
Not to exceed: \$160.00 @ \$80.00/hour.

Advance notice is required of all Fire Alarm Testing

Notes:

1. All permitting is handled through APG
2. All conduit, boxes, wire and mounting if devices is the responsibility of the tenant contractor

Fire Alarm Riser Diagram



Key Notes:

1. Signal from Mall Fire Alarm System (to tenant) indicates "Alarm" condition in adjacent to Mall area.
2. Signal from tenant fire alarm system (to Mall) indicates "Alarm" condition in Tenant space from SLD's, hood system, pull station, etc. Signal to main building F.A. system will notify fire department through central station connection.
3. Signal from tenant fire alarm system indicates "Trouble" condition in tenants system.
4. Existing "Control" and "Monitor" modules connected to main mall building fire alarm system-final connection to these devices provided by the Landlord F.A. contractor at the tenant's expense.
5. Signal from tenant fire alarm system indicates "supervisory" condition in tenant system.

Notes:

1. Provide three addressable input modules (AIM) at each restaurant/major tenant. Verify the exact quantity & location of all tenant spaces. The AIM's will monitor "alarm", "supervisory", and "trouble" conditions activated by the affected tenant fire alarm system devices. Tenant shall furnish, install, and coordinate all fire alarm devices within each tenant. All central station monitoring shall be through the mall fire alarm system control panel.
2. Provide an addressable control module (ACM) at each restaurant/major tenant. Verify the exact quantity & location of all tenant spaces. The ACM will transmit an "alarm" signal, all occupant notification devices in the tenant space shall activate. Coordinate connection to ACM with each tenant and verify proper activation of all occupant notification devices within each tenant space.
3. Junction boxes are provided for the tenant connection to the mall fire alarm system. The tenants will be required to install audible/visual notification devices throughout the tenant spaces. The tenant auxiliary power supplies, tenant synchronization modules, tenant audible/visual devices, and tenant wiring will be provided during tenant finish-out under a separate contract. Provide sufficient panel space for all tenant required ACM's for tenant audible/visual device activation, tenant required AIM's for auxiliary power supply monitoring, tenant required smoke detectors, duct detectors, or addressable input modules.
4. Surface mount all conduits in passageways or approved hangers. Where conduit is installed on tenant walls, run a 9 ft. a.f.f. coordinate with the owner and general contractor prior to installation.
5. Route conduit in walls. Coordinate with general contractor prior to installation.

City of Tampa, Construction Services

The city of Tampa has a comprehensive website available for your review to help you answer any questions that you might have. If you do not have a computer available please call them,

Construction Services 813-259-1750 or http://www.tampagov.net/dept_construction_services/

Construction Services Division Building Code References

The Construction Services Division has compiled all of the current construction codes for all residential and commercial building projects within the City of Tampa. This compilation is known as the "Construction Development Suite of Codes" and includes the City of Tampa Building Code. These codes have a significant impact on your construction projects and we expect that by housing them together in a single location it will make the process of finding building codes a simple and quick process.

The current City of Tampa Construction Codes in effect.

- [Construction Development Suite of Codes](#) - Current Edition; Ordinances regarding construction within the [city limits](#)
- [North Wind Speed Map](#) (PDF), revised 7/31/2005
- [South Wind Speed Map](#) (PDF), revised 7/31/2005
- [Florida Building Code](#) - 2007 Edition, Enacted by the State of Florida
- [Florida Fire Prevention Code](#) - 2007 Edition, Enacted by the State of Florida
- [Florida Building Code](#) - 2010 Edition (Read Only Format), Implementation date March 15, 2012

Plan Review, Commercial Building

Use this service to obtain information about commercial building plan review and questions related to building, electrical, mechanical, and plumbing codes.

There are two ways to request an inspection:

[Express Permits](#) can be used to schedule inspections for all issued permits.

The Inspection Hotline can be reached at 813-274-7900. Our instructions for using the [Inspection Hotline](#) provide you with the information on using this service.

Construction, Inspection Information

Use this service to inquire about commercial or residential construction inspections for permitted projects on private property. Note: To schedule or check the status of a construction-related inspection, please have your permit # ready and access our online [Inspection Information](#) or call (813) 274-7900. If this service is not available, call (813) 274-3100.

What if I have questions during construction?

If you know who your [inspector](#) is you can contact him/her directly. If you are not sure which inspector is assigned to the area where your construction project is located our inspector area maps will assist you in identifying the inspector.

Is a Certificate of Occupancy required for all projects?

A certificate of Occupancy is required under the following conditions:

All new construction

When the occupancy classification of a building changes.

How do I obtain a Certificate of Occupancy?

A Certificate of Occupancy can be obtained from Inspection Services at the Construction Services Center. All permits must have passed their final inspections and all required fees have been paid in full.

Which agencies are required to sign off before I can get my Certificate of Occupancy?

Before a Certificate of Occupancy can be issued final approval must be issued for all Building, Plumbing, Electrical, Mechanical, Gas, Fire, Transportation, Landscaping, and Storm water inspections. Plus, all required impact and connection fees for transportation, water, and sewer must be paid.

Where can I get a list of the codes that are enforced by the City of Tampa?

Construction Services has partnered with Municipal Code Corporation to provide an extract the ordinances applying to construction projects within the Tampa [city limits](#). The [Construction Development Suite of Codes](#) provides a download of the database plus Folio View for searching the database.

Who do I call for legal descriptions, property ownership and folio information?

Please contact the [Hillsborough County Property Appraiser](#), 601 E. Kennedy Blvd, 16th Floor County Center, at 272-6100.

PIN: A-17-29-18-ZZZ-000005-47620.1

Tax Folio Folio: 110967-0010

Owner of Land is Hillsborough County Aviation Authority (HCAA)

CITY OF TAMPA
DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES

BUILDING PERMIT

PERMIT#: DATE:

SITUS INFORMATION: SITUS #: 91382
ADDRESS: 2223 N WEST SHORE BLVD
LEGAL : COMM AT NW COR OF SEC 16-29-18 THN S 00 DEG 20
 MIN 48 SEC W 50 FT THN S 89 DEG 28 MIN 10 SEC E
ABB LGL: HALL OF FAME GOLF COURSE
OTHER : MAP#: P H08 ZFILE: ZONING: PD-A
 CONDITION: 01 SOUND FLOOD ZONE: X
 AVIATION : 35 HIST BLDG: HIST DIST: FIRE LIMITS: S
 SETBACK : UNIMPROVED R/W

Notice of Commencement: See notes from City of Tampa

For permitting purposes, we do not need to collect NOC's for this location due to the current property ownership status. (Per our Legal Department, we were advised to look to the property ownership.)

Claudia Ewing, CFM

**Client Facilitator Supervisor, Development & Growth Management Department
Construction Services Division**

City of Tampa / 1400 N. Boulevard / Tampa, Florida 33607

p: (813) 307-3969 / c: (813) 480-6936 / e: claudia.ewing@tampagov.net

Troy A. Chavez

Chief Construction Inspector / Development and Growth Management Department

City of Tampa / 1400 N. Boulevard / Tampa, Florida 33607

P: (813) 274-3182 / c: (813) 610-2601 / e: troy.chavez@tampagov.net

Contractor Information:

The State of Florida mandates certification requirements for many categories of contractors. These contractors are required to be licensed either at the State level or the local level. Certification is based on experience, education requirements, and passing a written examination. Examinations are given for the local level and at the state level. State-certified contractors can work anywhere in the state. Locally-certified contractors can only work in the local jurisdiction or another jurisdiction that has a reciprocity agreement with them.

All construction work must be done by one of these licensed contractors with two exceptions: the owner of a one or two family dwelling; or the owner of a commercial building who is doing less than \$75,000.00 in work on the building for his or her own use, and not for sale or lease.

A contractor can only do the work in the area of certification (e.g. a plumbing contractor cannot do roofing work). Some areas of work such as painting do not require a permit, but the contractor must still be licensed even though a permit is not required. Hillsborough County has contractor disciplines that are locally regulated, so it is wise to check to see if your discipline is required to be licensed.

For more information about contractors check our [Contractor Categories](#), [Contractor License Information](#), or call Construction Services Center 813-274-3100.

Required Form, Contractor's License Information:

http://www.tampagov.net/dept_construction_services/files/Forms/P099ContractorLicenseInfo.pdf

Contractors Letter of Authorization:

http://www.tampagov.net/dept_construction_services/files/Forms/P122ContractAuth.pdf

Contractor Licensing Links:

[Hillsborough County Contractor License Database](#)
[State of Florida Contractor License Database](#)

Approval of construction documents

The construction documents shall be approved, in writing or by stamp, as “**Reviewed for Code Compliance**.” One set shall be retained by the building official. The other set shall be returned to the applicant, for their records and to be used during inspections.

Minimum plan review criteria for buildings

The following is considered the minimum criteria and documents needed for examination by a Plan Reviewer: a floor plan, site plan, foundation plan, floor/roof framing plan or truss layout and all exterior elevations. All site and building plans shall be drawn to scale on minimum size plan sheets of 18 inches by 24 inches. Exceptions may be granted on a case by case basis by the building official or his designee. For further information, refer to the [Commercial-Residential Review Guide](#) and the [Sample Site Plan](#).

Demolition of a Structure

This permit is required for the demolition of any existing structure and the associated debris removal, and will be issued on the same day. Inspection for same needs to be called in, once the site is ready before the demolition takes place. The [Project Application](#) must be completed. For additional instructions, refer to [Demolition Permit Requirements](#) and/or [Demolition Reference](#).

Express Permits Application:

http://www.tampagov.net/dept_construction_services/files/Forms/P030ExpressPermitApplication_2011.pdf

Early Start Permits:

Upon approval of the building official, the scope of work described on the permit application and submitted plans may be started prior to the final approval and issuance of the permit, provided:

1. Any work completed is entirely at the risk of the permit applicant.
2. Work is not covered up.
3. Does not proceed past the first required inspection.

Inspection of work shall not be performed until a valid permit is obtained per City of Tampa Code Section 5-105.13.

Hoods & Grease Trap:

Along with the standard [Project Application](#), Hood and Grease Trap permits require the submittal of two (2) sets of signed and sealed building plans. Two (2) sets of site plans will also be required if the Grease Trap is located outside; to show the location on the site.

Manual Operated Shutters:

Along with standard [Project Application](#), Manual Operated Shutter permits require the submittal of two sets of signed and sealed building plans or manufacturer specification and [product approval](#).

Refrigeration:

Along with the standard [Project Application](#), this type of permit requires two (2) sets of signed and sealed building plans and two (2) sets of site plans.

Rooftop Mechanical Equipment:

Rooftop Mechanical Equipment permits require plans examination and inspections. Customers are to include two (2) sets of plans showing structural connections and rooftop location and the [Project Application](#). If mechanical unit is 15 tons or greater, plans need to be signed and sealed by an architect or engineer. Otherwise, plans can be signed by mechanical contractor.

Signage:

A [sign permit](#) is required for any signs that are painted, erected, demolished, altered, rebuilt, enlarged, extended, relocated, attached to, suspended from, or supported by a building or structure. Customers are to submit two (2) sets of signed and sealed building plans, two (2) sets of site plans showing the sign location, and a notarized authorization letter from the owner. Mall will provide Sign Authorization letters as required to obtain permits.

Express Permits:

http://www.tampagov.net/dept_construction_services/files/Forms/P030ExpressPermitApplication_2011.pdf

Expeditors: Please search for Tampa Construction Expeditors or <http://www.suncoastpermits.com/>

City of Tampa: List of Reasons for Plan Disapproval

Building:

- Improper signing and sealing of plans (stamps not allowed by state law)
- State of Florida energy calculations are required
- Place note on plans for store security grills: The vertical security grill installed as part of required means of egress in this facility shall fully conform to section 402.11, International Building Code (2000 Edition), as allowed by the Building Official of the City of Tampa, Florida”
- Provide tenant separation wall details
- Either sheets are included that are not for the project, or reference is made to proposed work that does not have any sheets included
- Restrooms did not meet Florida Accessibility Code Requirements

Mechanical:

- Show location of return air penetrations and fire dampers
- Provide location of the return air openings on the tenant walls
- Provide minimum if 2 CFM/sq ft. of ventilation for restroom.

Electrical:

- Lighting, receptacle circuits do not match panel schedule
- Drawings must be signed and sealed or show contractor info
- Isometric drawings are not provided
- Plumbing fixtures did not comply with SPC table 407 requirements
- Water heater did not comply with SPC 501.7 (readily accessible location)

Fire:

- Provide space number detail at entrances
- No information on fire sprinkler system for tenant space

101.1.5 Limited or Special Use Buildings:

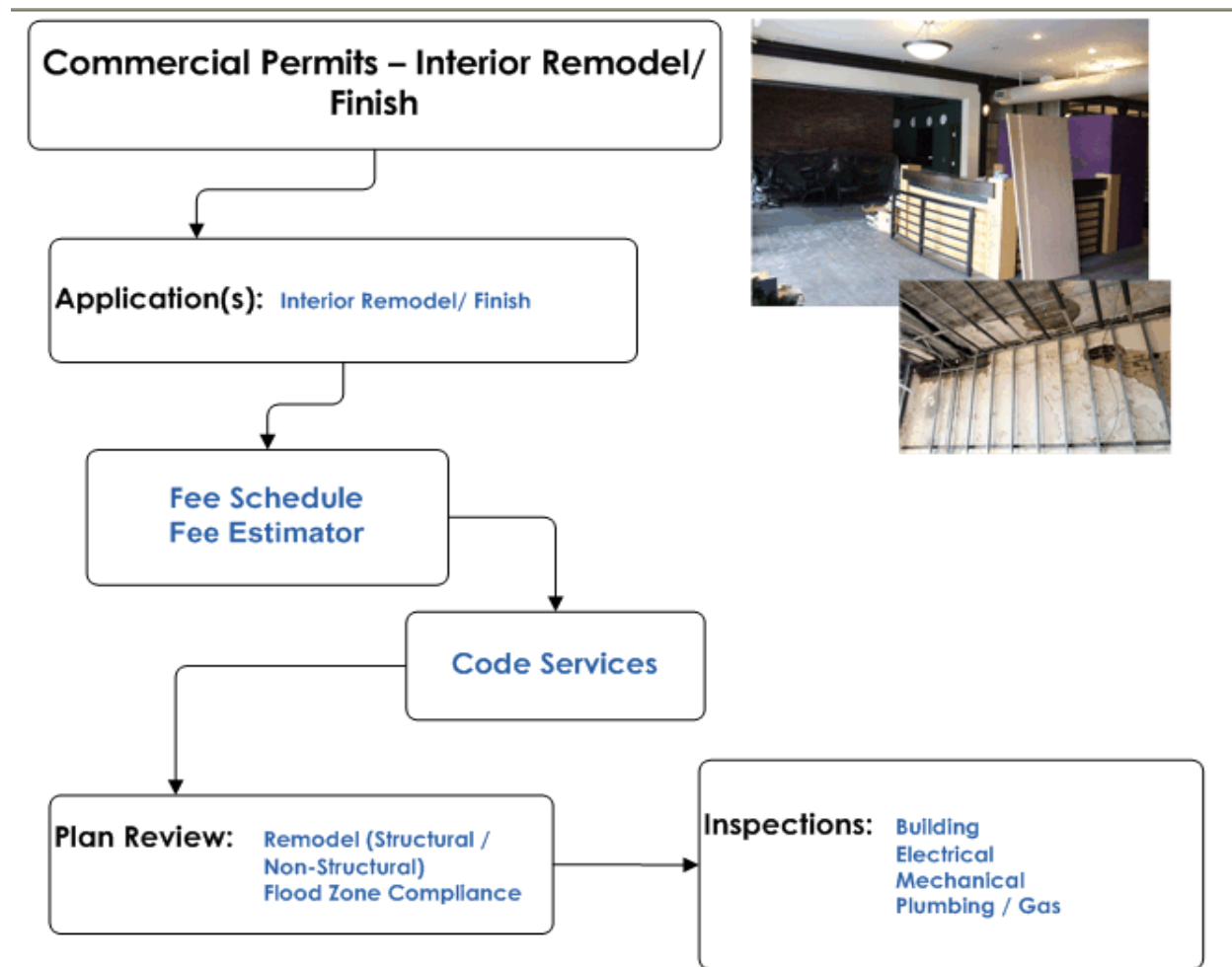
Buildings determined by the Department of Community Affairs to have a limited energy use potential based on size, configuration or time occupied, or to have a special use requirement shall be considered Limited or Special Use Buildings and shall comply with the Code by Method C of Chapter 4. Code compliance requirements shall be adjusted by the Department to handle such cases when warranted.

101.1.6 Shell Buildings:

Non-residential buildings that are permitted prior to design completion or which will be finished in sections at a time after construction of the shell shall comply with Method B of Chapter 4 of the Code prior to granting of a permit to build. All assumptions made about features not installed until later that are not on the building plans shall be listed and appended to the Form 400B submitted to the Building Department. Unless the building is completed as per all assumptions made in the original Code compliance submittal, a revised Code submittal (s) using Method A, B or C shall be submitted when completion of the building (or part of the building) is permitted.

Temporary In-Line Stores (TILS):

Please prepare your construction drawings and make an appointment with the Client Facilitator. This step may alleviate the need for a building permit if the scope of the interior remodel and finish work is minimal.



http://www.tampagov.net/dept_construction_services/ For further information, please refer to [Commercial Construction Affidavit](#) and/or [Commercial Plan Submittal Requirements](#).

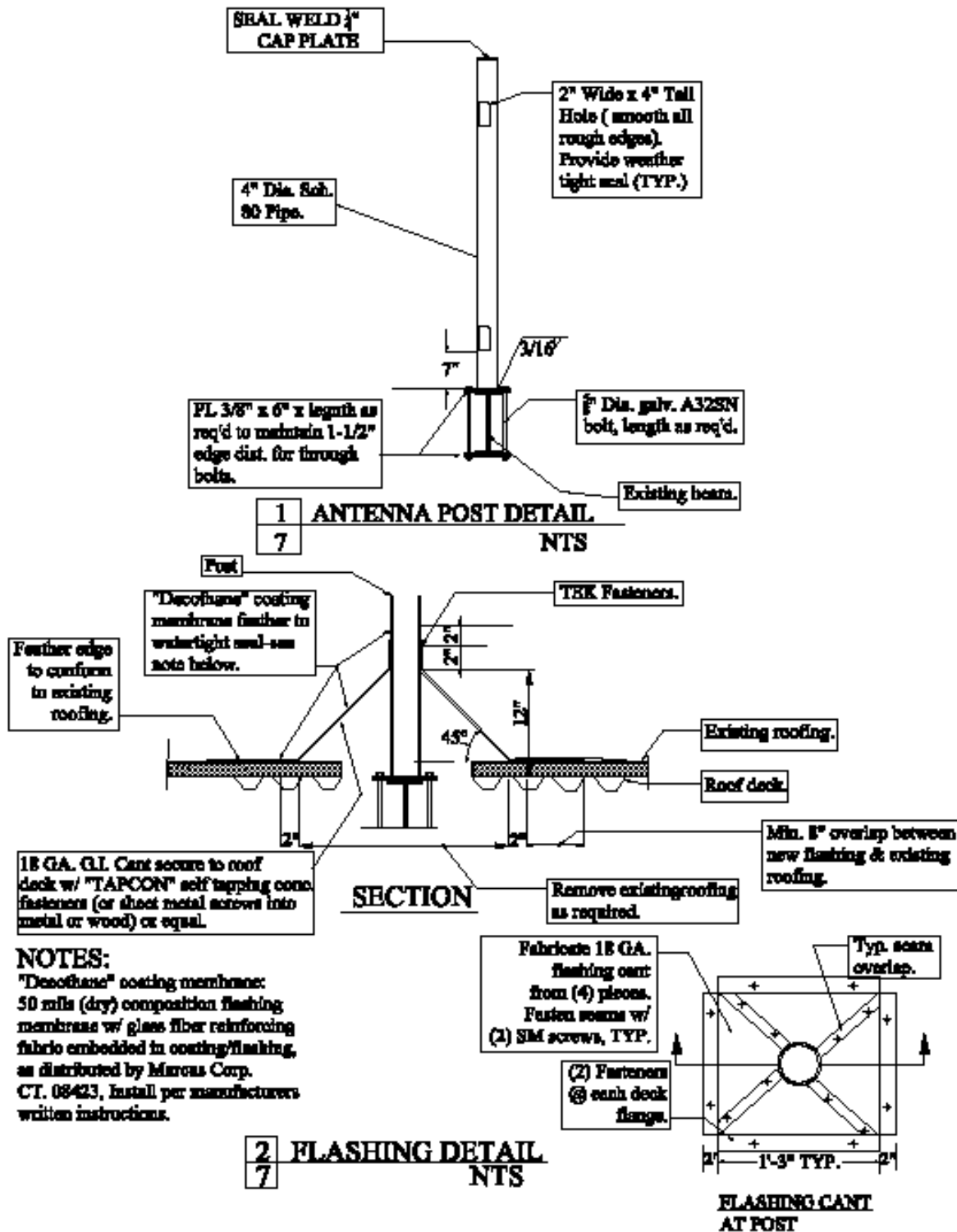
Commercial Site-Building Combo Plan Review:

The Life Safety System and structural components that completely enclose a building, including, but not limited to, the foundation, structural frame, floor slabs, exterior walls and roof system, will be some of the items the plan reviewer will be looking for on the submitted drawings. For a complete list of requirements, please refer to the [Commercial-Residential Review Guide](#).

Examination of documents:

The Plan Reviewer will examine each application for a permit and the accompanying documents, consisting of drawings, specifications, computations and additional data and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of the technical [codes](#) and all other pertinent laws or ordinances.

Antenna Connection



Client#: **ACORD™ CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)
4/18/2019

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 Agent/Broker Name 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		
INSURED Legal Name Address	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A :	Insurer Name Here	
	INSURER B :	Insurer Name Here	
	INSURER C :	Insurer Name Here	
	INSURER D :	Insurer Name Here	
	INSURER E :		

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 WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		1234567	01/01/2019	01/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB		<input checked="" type="checkbox"/>	9876543	01/01/2019	01/01/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
C	WORKERS COMPENSATION AND EMPLOYERS LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			6543210	01/01/2019	01/01/2020	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 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 - INSERT CENTER NAME and ADDRESS
Certificate Holder and The Taubman Company, LLC are designated additional insureds.

CERTIFICATE HOLDER	CANCELLATION
Insert specific Center Entity (with address) from attachment	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

© 1988-2010 ACORD CORPORATION. All rights reserved.

Tenant Construction Manual Addendum

Landlord's Tenant Coordinator:

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

Taubman Tenant Coordination Department
International Plaza
200 East Long Lake Road, Suite 300
P.O. Box 200
Bloomfield Hills, MI 72303
272-258-6800
272-258-7301 (Fax)

Mall Management:

International Plaza & Bay Street
Management Office
2223 N. Westshore Blvd.
Suite 2000
Tampa, FL 33607
813-342-3780
813-342-3788 (Fax)

Facilities Director: Edward Fay efay@taubman.com
Facilities Superintendent: Chris A. Dayer cdayer@taubman.com

Building Information:

Construction Type: IV Non-combustible/Fully Sprinkled
Zoning Classification: Mercantile

Building Heights:

First to Second Floor: 17'-3" Height to underside of structure +/- 15'-4"
Second to Roof: 19'-9" Height to underside of structure +/- 16'-6"
Bay Street: Same as above but varies per building.
Second floor in spaces B309, B312A, optional in B201 and B228

Allowable Ceiling Height: 11'-6"

Floor Construction:

First Floor: 4" concrete slab with a minimum strength of 3,000 psi reinforced with 6"x 6" W2.9 x W2.9 **welded wire mesh** in upper 1/3 of concrete on vapor barrier (10 mil minimum).

Second Floor: 4" concrete on composite metal deck. Tenant to install 1" concrete in depressed areas at storefront.

Floor Construction (cont'd):

Bay Street: 5" concrete over metal decking.
Tenant to install approximately 4" of concrete over 4" of foam.

Design load: First level, 125 lbs/sf maximum
Second level, 100 lbs/sf maximum

Demising Wall Construction:

One layer 5/8" gypsum board tenant side only 4" metal studs @ 16" OC (25 gauge)

Service Corridor Vestibule Required:

It is required. One layer of 1/2" fire-retardant plywood 4'-0" high, with 4" metal corner guards 8' high to be installed inside service vestibule recess to match Landlord corridor finish.

Utility Service and Point of Connections:

Electrical: Services available to premises: 277/480 volt, 3 phase wire, 60hertz.

Watt Density: Retail Tenant's: 6.0 watts/SF
Food Service Tenant's: 40.0 watts/SF
Food Court Tenant's: 50.0 watts/SF

Tenants with electrical service requirements of *less* than 200 amps connect to electrical distribution center in close proximity to premises as determined by Landlord at Tenant expense.

Tenant's with service requirements *greater* than 200 amps connect to electrical service equipment in nearest electrical mezzanine as determined by Landlord at Tenant's expense.

Telephone:

Tenant to extend telephone service in conduit from premises to Landlord's designated telephone closet as determined by Landlord at Tenant's expense.

Plumbing:

3/4" Cold water stub located above the premises in a location determined by Landlord's for Tenant's on the first floor and below the floor for second floor tenants. Location of larger size stubs must be verified in field and at Tenant's expense. Water pressure 65 PSI

4" Sanitary Sewer and Plumbing Vent stubbed to a location determined by Landlord.

4" Kitchen waste stubbed to a location below the Tenant's premises for Food Court Tenant's, and Bay Street.

Gas Utility Company meter manifolds as determined by Landlord. – TECO Gas

HVAC:

VAV conditioned air supply stubbed to a location within or in close proximity to Tenant's premises.

Final wiring of VAV Box to be done by Landlord's contractor. Return air supply is through ceiling plenum. Open ceilings must have ducted returns across premises.

Maximum CFM for first floor tenant's:	1.10 CFM/SF
Maximum CFM for second floor tenant's:	1.20 CFM/SF
Lighting:	6.0 watts/SF
Occupancy:	One person/75 SF

Food Court Tenant's:

1000 CFM of make-up air available from common area HVAC system. All tenant HVAC equipment, exhaust fans, etc., to be located on the roof must be installed on support equipment curbs or rails located on the roof in locations determined by Landlord.

Fire Protection:

Sprinkler system is a hydraulically calculated fire protection system. Must use schedule 40 pipe. Thin wall pipe is not permitted.

Smoke Detectors Required:

Smoke control occurs in common area through tenant ceiling plenums for retail Tenants. Tenant shall provide and install any required occupant notification system.

Toilet Facility Requirements:

One employee toilet is required in all tenant spaces as per code. Tenant spaces with employee occupancy greater than 15 people must provide a separate toilet for each gender. All Tenants greater than 4000 Square Feet shall provide toilet facilities accessible to the public as per Tampa Code requirements (P-500). The travel distance for employee toilet facilities shall not be more than 300 feet from the main entrance of the store to the central toilet facility - Florida Building Code 403.6.1.

Exiting Requirements:

One exit required in tenant spaces less than 1,500 SF and with an occupancy load less than 50. All other spaces require a minimum of two exits.

Insurance Certificate Requirements:

Additional insured is to include: Tampa Westshore Associates Limited Partnership, the Taubman Company LLC as Managing Agents, coverage is primary and not contributory with any other insurance carried by the additional insured.

Construction Deposit:

Submit a **Certified Check** made payable to: **Tampa Westshore Associates LP or International Plaza and Bay Street. See Facility Fee Schedule for amounts.**

Non-Refundable Charges (plus tax):

Facilities Maintenance Fee: Facility Fee Schedule
Electrical Charge if needed: Facility Fee Schedule
Crane Charge: Facility Fee Schedule
Helicopter Charge: Facility Fee Schedule
Materials Charge: Facility Fee Schedule

Landlord Required Materials:

Soffit Color: P16 Flat from Sherwin Williams (Confirm with Mall Mgmt.)
Rooftop Unit Color: Dyco 288-0717, Benjamin Moore 055-01/5
Fire Caulk: Elastomeric FS3005
Metal Corner Guards: M&J Materials, Vic Birskell, 813-752-9500

Electric Meter Company:

No action needed, Mall will provide Meters at Tenant's cost. Reading will be taken by 3rd party vendor, ISTA

Water and Sewer:

Permits may be required by the City of Tampa for changes in the supply of water, relocation of toilet fixtures, demolition of fixtures, and addition of toilet fixtures. The application for these permits is concurrent with the building permits and may take an additional 14 days.

Elec and Water Meters:

No action needed, Mall will provide Meters. Meter readings will be taken 3rd by party vendor, electric and water meter need to conduits installed back to BAS control system

Gas Company:

TECO Energy, TECO Peoples Gas
(813) 275-3770
<http://www.peoplesgas.com/business/>

GOVERNING AGENCIES:

Hillsborough County Aviation Authority (HCAA): Center is on land leased from the HCAA and as such they have jurisdiction over improvements.

Hillsborough County Aviation Authority
Tampa International Airport
5503 W. Spruce St.
Tampa, FL 33607
FL Tel. 813-870-8700
Fax 813-875-6670
Work Control 813-870-8740

City of Tampa

Commercial Development Services, Dept. of Business and Community Service,
1400 North Blvd, Tampa, FL 33607
(813) 259-1768 (office) (813) 259-1712 (fax)

City of Tampa Permits: Please use this website to gain familiarity with the rules and regulations for the City of Tampa. Most contractors working with the mall seek the **Express Permit** service through the City of Tampa, Construction Services Department:

http://www.tampagov.net/dept_Construction_Services/index.asp

Service Related Questions (813) 274-3100 or Online. For credit card concerns, contact us [online](#) or at (813)274-8252.

If you want to do some construction work in the City of Tampa, you will probably need a permit to do it. Please use this link for more information:

http://www.tampagov.net/dept_Construction_Services/how_do_i/Index.asp#permit_needed

The following work needs a permit:

- New construction, additions, remodeling of any building or building system
- Demolition work
- New roof covering or the replacement of roof coverings over 500 square feet
- Stucco or siding work over 500 square feet
- Any work associated with changing the occupancy of a building
- Residential accessory buildings and residential driveways over 150 square feet
- Any gas work
- Any mechanical work except for self-contained air conditioning units three tons or less with a factory-installed cord or plug
- Plumbing work on any building, water/sewer lines, septic tanks, wells and fire lines
- Any electrical work
- Tree removal or trimming
- Grade or fill work
- Site clearing greater than 500 square feet

You can do the following work without a permit

- Minor, non-structural repairs, which does not include the cutting away of any wall, partition or any part thereof, with the approval of the building official or his designee.
- Repair faucets or valves, and unstop clogged drains and sewer lines
- Install A/C units less than 3 tons not connected to duct work
- Painting, cabinets, carpet, vinyl tile, and gutters.

Fire Department:

City of Tampa Fire Marshal's Office
(813) 274-3100

Health Department:

State of Florida
Department of Business and Professional Regulation
Park Trammel Building
1313 Tampa Street, Ste. 106
Tampa, FL 33602-3338
(813) 272-2200 (office)
(813) 272-3344 (fax)

Landlord's Tenant Coordinator:

The Role of the Tenant Coordinator is to serve as liaison between Landlord and the Tenant, Tenant's architect and Tenant's Contractor. All plans and correspondence concerning Tenant's construction are to be submitted to the Landlord's Facilities Director or Tenant Coordinator. Department.

Tenant Coordination Department.
International Plaza
200 East Long Lake Road, Suite 300
P.O. Box 200
Bloomfield Hills, MI 72303
272-258-6800
272-258-7301 (Fax)

Online Design Requirements:

http://tenantcoordination.taubman.com/international_plaza.htm

Frequently Asked Questions

The purpose of this section is to help you understand the most common obstacles in preparing your drawings, obtaining a building permit and constructing your store. The goal is to assist you in scheduling your timely store opening so when the lease is signed construction can start.

What are the most common delays in the store opening process?

1. Have you hired an architect? Is the architect currently preparing drawings prior to the lease being signed? If so, great and verify that the architect has prepared a drawing schedule in order to confirm that your store opening process is on track. If not, we strongly suggest that you hire an architect to start drawing. Otherwise, notify your leasing agent immediately so they can make suggestions to getting started before the lease is signed.
2. Verify that your Architect is experienced working and preparing drawings in the city that your build out will be. This is very critical to the success of obtaining a timely plan review.
3. Have you hired a General Contractor? It is strongly recommended during the permit process that you begin the bidding process of selecting a General Contractor so that when the permit is ready the GC can pick up the permit and begin the construction process.

4. It is required that your architect perform an on-site survey of your premises per Exhibit 'B' of the lease. Not performing such survey can cause unwarranted delays during construction as a result of un-noted 'as is' field conditions.

What is required to obtain a building permit?

1. The Building Department plan review process will take (3-4) weeks for permitting.
2. The Health Department plan review process for Restaurant tenants is **not** concurrent with the Building Department review. You must allow (2) additional weeks for the Health Department review. Overall, allow (5-6) weeks for permitting Restaurant tenants.
3. Demolition permits can be obtained from the Building Department within (1-3) days.
4. 'Early Start' permits are available as long as drawings have been submitted to the Building Department for permit. This allows the tenant to start demolition, and start construction per their drawings, *up to the point* at which time a first inspection is needed.
5. Restaurant tenants serving liquor will be required to have a 'Wet zoning' permit which can take (3-4) months to obtain approval. Once approval has been granted, a Liquor License can be acquired within (1-7) days.
6. Tenants with exterior storefront systems (modifying or new) must comply with the Hurricane Design Criteria per South Florida Building Codes. International Plaza FAQ 11/06

What is required to start construction?

1. You must have a building permit.
2. You must have a fully executed signed lease. If not, contact your leasing agent immediately.
3. You must have Landlord approved drawings and premises delivery.

What does the General Contractor need to know?

1. The GC should obtain and review Center specific Rules and Regulations for the center prior to submitting final project cost to the tenant, as this document may have relevant cost impact on the project.
2. General Contractor must contact the Facility Director at least (72) hours in advance to schedule a Pre-Construction Meeting prior to starting construction.
3. All insurance, deposits, fees, etc. must be provided no later than the preconstruction meeting. Come prepared. Copy of the building permit will be required prior to start of construction, including GC's completion schedule.
4. Contact all Landlord required contractors to perform specific work in the center as soon as possible. It is the tenant contractor's responsibility to schedule the work.
5. Verify that all fixtures requiring U.L. labels are identified with the U.L. rating. The lack of U.L. labels can cause delay in getting final electrical inspection approvals. Issues have arisen with imported fixtures from other countries **not** being U.L. rated. The fixture(s) must be inspected and certified by the Electrical Inspector before 'final' electrical is issued.

If there are conflicting regulations, rules, etc. please address to the attention of the Facilities Director or Tenant Coordination for clarification.

CENTER REQUIRED / APPROVED CONTRACTORS:

Electricians:

East West Electric 727-573-4595
APG Electric 727-530-0077
Jolamar Electric 813-927-0085
Brandon Electric 813-460-0965

Fire Sprinkler Systems: **(Required)**

Wayne Automatic 813-630-0303

Plumbers:

Alvarez Plumbing 813-655-7520
FCS 727-576-1111
J&S Plumbing 813-841-6826

Pest Control: **(Required)**

Ecologix 727-487-1987

Doors

Southern Door Solutions 727-519-4300

Fire Alarm: **(Required)**

APG Electric 727-530-0077

Dumpsters/Waste/Trash: (Required)

Waste Management - Robert Gardner 727-423-0091

VAV Boxes and Programming: **(Required)**

Jolamar Electric 813-927-0085

Roofing: **(Required)**

Sutter Roofing 813-299-1245

Exterior Landscaping: **(Required)**

Big Yellow 813-920-4881

Painters:

Precision Painting 813-935-5868

Telecommunications & Data: (Required)

Granite 844-735-5473

Air Balancing:

Bay To Bay Balancing 813-971-4545

Housekeeping (Required for tenants without a back door)

Rafael Fernandez 813-838-7368

Sign Company:

Sign Solutions 813-269-5990

Concrete Cutting:

Speedy Concrete Cut 888-716-2888

Framing & Dry Wall

BLR Interiors 813-927-5179

Air Conditioning:

BCH Mechanical 727-546-3561

DBH Air 813-363-5069

Barricade Graphics:

Envy 855-368-9697

Bay Street Concrete Repairs: (Required)

Concrete Artisans 352-346-7135

Job Site Cleaning: 813-342-3795

Federal Cleaning Services

General Contractors

Ed Taylor Construction 813-623-3724

Gravity Systems Inc 813-574-4334

Gerardi Construction 813-248-4341

Demo Contractor:

Dynamite Demo 727-466-0000

TNT Demolition Ryan Thompson 727-466-8558

BLR 813-297-5179

After Hours / Common Area or oversized delivery access: (Required)

AUS Security 603-759-0390

(If required, contract must be in place prior to starting work)

Allied Wrecking & Demolition is not allowed to conduct any work at International Plaza.

Lima Electrical Contracting is not allowed to conduct any work at international Plaza.

Vast Property Services is not allowed to conduct any work at International Plaza.

American Dream Construction is not allowed to conduct any work on property.

Elite Retail Services is not allowed to conduct any work on property.

Shapel General Contractors is not allowed to conduct any work on property.

International Plaza Receipt of Equipment and Materials for 2024

Tenant: _____ Space # _____

Contractor Information:

Name: _____

Supervisor: _____

Address: _____

Phone Numbers:

Office: _____

Cell: _____

Material	Meter Serial #	Price Ea.	Total #	Total \$	Check #	Cont. Int	TC Int/ Date
Initial Deposit Retail		\$3,000.00 (refundable)					
Initial Deposit Restaurant		\$5,000.00 (refundable)					
Facilities fee 3FMF		\$1,500.00 (nonrefundable)					
Tile (per piece) 4MGR		\$60.00 Tax \$4.50 Total \$64.50					
Water Meter 1249389.61471		\$190.00 Tax \$14.25 Total \$204.25					
Store ID Plate		\$90.00 Tax \$6.75 Total \$96.75					
Fire Drain 3SSD		\$700.00 Tax 52.50 Total \$752.50					
Helicopter		\$800.00 Tax \$60.00 Total \$860.00					
<u>Nonrefundable 14' tall barricade fee</u>		\$8.00 sqft Tax 7.5% Total TBD					
<u>Barricade double door</u>		\$650.00 Tax \$48.75 Total \$698.75					
Crane Lift 3CHL		\$600.00 Tax \$45.00 Total \$645.00					

Premises Acceptance Form

Tenant: _____ Space #: _____ Area: _____

I hereby certify that I have inspected the above referenced tenant space in the presence of the Facilities Director or Tenant Coordinator. (SP&D) and or appointed representative. In particular, I have inspected the neutral piers (s), center flooring and soffit at the lease line and found them to be in perfect condition except as noted below. Furthermore, I agree to repair or reimburse Landlord of any damage caused by tradesmen or others under my supervision.

Noted Exceptions: _____

Contractor's Signature

Date

Company Name

Facilities Director or Tenant Coordinator

Tenant Materials Use Agreement

Tenant: _____ Space #: _____

I hereby agree that only asbestos free materials will be used or installed during construction. This determination of Asbestos free shall be made in accordance with all applicable state and federal regulations, and may be based upon data provided, either by a Manufacturer Safety Data Sheet (MSDS), a certification by the manufacturer, or else by laboratory results. I also agree to immediately notify Facilities Director, Superintendent or Center Management in the event Asbestos Containing Materials are identified and agree to maintain/ dispose of these materials in compliance with all applicable state and federal regulations.

Contractor's Signature

Date

Contractor's Name

Company Name

Company Address

Statement of Receipt of Tenant Construction Manual

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

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

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

Contractor representative

Signature Date

Center Management

Date

Tenant

Location



International Plaza

A N D B A Y S T R E E T

2024 TENANT CONSTRUCTION RULES AND REGULATIONS MANUAL



BACK PAGE