

**TENANT CONSTRUCTION MANUAL ADDENDUM**

Lot 1, Block 5303

**CONSTRUCTION PREREQUISITES**

**Required Documents:**

1.
  - A. Tenant’s proof of insurance - Certificate is to include the following to be additionally insured: Short Hills Associates, L.L.C. and The Taubman Company LLC as managing agent (Sample form included).
  - B. Contractor’s proof of insurance - Certificate is to include the following to be additionally insured: Short Hills Associates, L.L.C. and The Taubman Company LLC as managing agent (Sample form included).
2. Submit a three thousand-dollar (\$3000.00) deposit check (\$5,000.00 for restaurants) made payable to: Short Hills Associates, L.L.C.
3. W-9 Form

**TELEPHONE CONTACTS**

<b><u>Landlord's Store Planning and Design:</u></b>	Stephanie Bessette	248-258-7463
<b><u>Landlord's Facilities Director</u></b>	Greg Ahart	973-376-7359
<b><u>The Mall at Short Hills:</u></b>		
	Facilities Superintendent, Mike Davis	973-376-7359
	Management Office	973-376-7359
	Customer Service/Information Desk	973-376-7359
	Security	973-376-1320

**NOTE: VAV Boxes**- Landlord requires pneumatic VAV be changed to DDC- Check with Landlord Tenant coordinator for details

**Governing Agencies and Utilities**

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

MGG Associates, LLC  
Ann Gallitelli McDermott, Permit Facilitator/Consulting 973-258-9114

Building Department: 973-564-7055

Fire Sub code: 973-564-7046

**Utility & Waste Companies:**

**(For information only – Granite is the required phone & data provider, Electricity is provided through LL and is sub-metered, Gas is available for restaurants using gas cooking appliances)**

Verizon (Local Phone Company) 800-564-9911  
PSE&G  
GPU 800-454-9155  
RWS (Contractor Dumpsters) (470) 531-0018 x 243

<b>Emergency Phone Numbers</b>	<u>EMERGENCY</u>	<u>NON-EMERGENCY</u>
Fire / Rescue	911	973-564-7035
City Police	911	973-564-7001

**Structural Heights**  
Verify in the field

**Hot Work Permits**  
*All welding requires Milburn Fire Department Hot work Permits.  
Additional Mall insurance company Hot work permits are required and can be picked up at mall management office for welding, soldering or anything that creates heat or sparks.*

**Gas**  
The Mall at Short Hills has four locations where gas manifolds have been installed by the local gas utility company. Location and routing of gas lines is to be confirmed with Center Management.

**Roof Deck**  
All roof and penetration repairs must be performed by Landlord's roofing contractor: Verify with Center Management.

**Restroom & Kitchen Floors**  
All floors in restrooms and kitchens must be watertight waterproof membrane required.

**Water**  
All Tenants and contractors must relocate domestic water feed to tenant restrooms from Old Galvanized water main to new copper water main during construction.

**Sprinkler System**  
**All Sprinkler work must be performed by a Mall Contractor at tenant's expense.**  
A sprinkler drain-down fee of Six Hundred Twenty-Five dollars (\$650.00) is required for each drain-down on the systems. Any shutdown not in the specified time frame will be charged at the rate of forty-five dollars (\$45.00) per hour at night. A check for this amount to be made payable to **Short Hills Associates, L.L.C.** shall be delivered to Center Management prior to the drain-down. The system will not be drained until the drain-down fee check has been received.

**VAV Boxes-** Landlord requires pneumatic VAV be changed to DDC- Check with Landlord Tenant coordinator for details

**Materials Schedule**

- 1. Interior
  - A. Service Corridor Door – Mirrolac Cover Up Int./Ext. enamel.7340-01 semi-gloss Bronzestone
  - B. Mall Tile Bldg's B,D,C “A2050 Botticino Agglomerate Marble 12x12x1/2”  
Source: Home Depot - Perlato Botticino SKW#696-862  
Grout- Linen  
  
Mall Tile Bldg A. “Precast Terrazzo 7.6  
Grout- Laticrete M30 Sand Beige sealed 500 series
  - C. Textured Ceiling Plaster – Match existing
  - D. Soffit paint specification is:  
SW-7006 bright white flat
- 2. Exterior
  - All Roof equipment shall be factory-finish painted in accordance with the Landlord's paint schedule and specifications.

**Parking**

There is no fee on-site parking. Loading docks/service areas are for loading and unloading of materials only. Contractor’s parking in these areas will be subject to towing at the vehicle owner’s expense. See posted signage.

**TENANT CONSTRUCTION RULES**

**Required Fees**

\$ 3,000.00	Security Deposit, (\$5,000 for restaurants)-Refundable
\$ 650.00	Fee For each Sprinkler Shutdown (Two required)
\$ 1,250.00	Facility Fee
\$ 1,700.00	Facility Fee storefronts over 25 feet
\$ 550.00	Crane Lift Fee (if applicable)
\$ 750.00	Helicopter Lift fee (if applicable)

**Barricades- Contact Boston barricades for pricing. (There may be a few exceptions where a Sheetrock or mall owned barricade may exist – clarification for your space at preconstruction meeting)**

**Douglas Guerra**

General Manager

Direct: 772-257-7330 | Mobile: 603-234-0783

[dguerra@bostonrs.com](mailto:dguerra@bostonrs.com)

[www.bostonrs.com](http://www.bostonrs.com)

**Boston Barricade Company**

450 Murray Hill Pkwy | East Rutherford | New Jersey | 07073

- All tenant barricades must remain in a sealed condition.
- For the installation of all graphics on Landlord supplied barricade Contractor is **required to** use the services of All American Display (**See Sub-Contractor List**). For Boston Barricades, contact BB for production and installation.
- Barricades for Tenant space not having a back door may have a front door (one section paneling) that must be secured and locked each night and kept closed during Center hours by Contractor.
- The storefront barricade cannot be removed prior to construction completion. Removal must be coordinated with Center Management only after storefront inspection and generally scheduled only the night before the store is expected to open.

### **Doors/Deliveries**

- Center doors and elevator doors are not to be propped open at any time by contractors or workmen. Security, Facilities, and cleaning personnel have been instructed to remove doorstops. Damage to doors will be charged to contractor.
- All construction materials for tenants must be brought through back door, using the designated receiving route.
- If Tenant's space has no back door, materials, concrete, and store fixtures may be brought through the front door of Tenant barricade. However, the common area floors must be PROTECTED and CLEANED by the contractor prior to 9:00 am. Each day.
- Deliveries of construction materials are prohibited through any customer entrances. Coordination with center management is required for any deliveries through common areas after 9:00 a.m.
- If the delivery route is over an expansion joint, a 3/4" sheet of 4'x8' plywood is required to cover the expansion joint.
- Delivery of oversized fixtures or materials unable to be routed through existing service entrances and corridors must be arranged with Center Management in advance.
- Service Area loading docks are to be used for unloading equipment and materials only. No parking in these areas is permitted. If a vehicle is left unattended for thirty (30) minutes or more, it will be towed.
- When Masonite is used on the common area floor for deliveries the contractor is responsible to safe off the area to avoid trip hazards. (Caution tape the area)

### **Personnel Demeanor**

- Construction workers, Tenants, and tenant contractors are expected to act in accordance with any and all regulations established by Center Management.
- Abuse, disrespect, or insulting action toward customers, tenants, fellow workers or Short Hills personnel will not be tolerated.
- 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.
- This is a smoke free environment.
- All work shall be done within the confines of the Tenant's barricaded space. **No work will take place**

**in the common area of the center.**

**Rubbish/Debris Housekeeping**

- Construction companies may not dump construction debris in any other space. Construction debris and materials must be placed into construction dumpsters.
- Provisions must be made to ensure all dirt, dust, and other construction-related debris is kept within the area of construction.
- If excess noise or odors are identified by Center Management Personnel to be coming from the construction site, the general contractor's superintendent will take immediate action to rectify the situation.

**Tools**

- No wheelbarrows or wheeled vehicles are permitted within the common area during Center hours. (ALL WHEELED VEHICLES MUST HAVE RUBBER TIRES)
- Tools and construction materials must be transported using the service corridors only. Use of Mall common areas is **strictly prohibited**.
- Tools and construction materials must always be stored in the tenant space and are not allowed to be stored in the Service Corridors or Service Areas at any time. The use of gas (catalytic converter equipped only) and propane equipment is permitted. Verify approval with Center Management.

**Waste Removal/Trash**

- General trash/construction debris can create safety and fire hazards. The general contractor shall ensure that the construction site is policed, and debris removed to provide a safe, sanitary construction site.
- Debris shall be confined to the Tenant's leased premises. Holding or storing trash in exit corridor, adjacent Tenant spaces, service areas, or other areas will not be permitted. Trash found in these areas will be immediately removed as requested by Center Management. If the general contractor fails to comply, Center Management will remove the trash. The cost for removal will be deducted from the general contractor's construction deposit without further notification.
- The general contractor shall coordinate the use of trash dumpsters with Center Management. Cost, location, time schedules, etc., shall be fully understood by the general contractor, who is responsible for policing and cleaning the dumpster area.
- The center trash compactors in the service areas are not designed to accommodate construction trash and debris. Use of these compactors is not permitted during demolition or construction.

*Jessica Carroll*

**Inside Operations Specialist**

3 Dickinson Drive, Brandywine 4 Building, Suite 103, Chadds Ford, PA 19317

Phone: (470) 531-0018 x 243

After Hours: 770-710-9949

[jcarroll@RWSFacilityServices.com](mailto:jcarroll@RWSFacilityServices.com)

[RWSFacilityServices.com](http://RWSFacilityServices.com)

*(Please have all requests in by: 4pm EST, 3pm CST, 2pm MST, 1pm PST)*

**. This is the only approved company who can drop an open top container for Tenant construction.**

- 10-yard, 20-yard, and 30-yard open top containers.

NOTE: Open top dumpsters are allowed on outside perimeter of the mall during mall hours. The use of Minis and the location of open top dumpsters will be determined during your pre construction meeting.  
**Please call RWS Facility Services for more information about billing and prices.**

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**INSPECTION SCHEDULE**  
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In accordance with N.J.A.C. 5:23-2.18©1 – Notice shall be given at least 24 hours prior to date inspection is desired.

**Call for Inspections (973) 564-7055**  
Monday through Friday between 8:30 a.m. – 12:30 p.m. & 1:30 p.m. – 4:30 p.m.  
Requests for inspections will not be taken between the hours of 12:30 p.m. – 1:30 p.m.

**NOTE: Permit number is required to schedule inspections.**

**Electrical Inspection –**

**Inspection Hours:**  
Monday through Friday 11:30 a.m. – 3:30 p.m.  
Tuesday and Thursday 11:30 p.m. – 3:30 p.m.  
The Mall – Tuesday & Thursday only  
**Office Hours:**  
Monday through Friday 11:00 a.m. – 11:30 p.m.

**Plumbing Inspection**

**Inspection Hours:**  
Monday through Friday 11:30 a.m. – 3:30 p.m.  
**Office Hours:**  
Monday through Friday 10:00 a.m. – 11:30 a.m.

**Fire Inspection**

**Inspection Hours:**  
Wednesday and Friday 1:00 p.m. – 4:30 p.m.  
**Contractor must be at site.**  
**Office Hours:**  
Wednesday and Friday 10:00 a.m. – 12:00 a.m.

**Building Inspection**

**Inspection Hours:**  
Monday through Friday 11:30 a.m. – 3:30 p.m.  
**Office Hours:**  
Monday, Wednesday, Friday 8:30 a.m. – 11:30 a.m.

# TOWNSHIP OF MILLBURN

## ORDINANCE NO. 2144-98

### ORDINANCE REGULATING HOURS OF CONSTRUCTION AND USE OF POWER EQUIPMENT AND SUPPLEMENTING THE MILLBURN TOWNSHIP ORDINANCE CODE WITH A NEW SECTION 3-8.

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF MILLBURN IN THE COUNTRY OF ESSEX AND STATE OF NEW JERSEY, as follows:

**Section 1.** The Revised General Ordinances of the Township of Millburn (1994) are hereby supplemented by adding thereto a new Section 3-8 entitled "Hours of Construction and Use of Power Equipment" to read in its entirety as follows:

#### 3-8 HOURS OF CONSTRUCTION AND USE OF POWER EQUIPMENT

##### 3-8.1 Purpose.

The purpose of this Section 3-8 is to regulate the hours of construction and the use of power equipment out of doors in order to protect and promote the health, welfare and safety of the public in the Township.

##### 3-8.2 Activities Restricted.

a. The construction, maintenance, repair, alteration or demolition of any building or structure, or the laying of any pavement, and including but not limited to the making of an excavation, movement of earth, clearing of land, and loading or unloading of construction material, equipment or supplies, shall be unlawful except as specified in this Section 3-8.

b. Operating any power equipment, including, but not limited to, a power saw, hammer, sander, drill, grinder, lawn mower, leaf blower, thatcher, generator, air compressor or like power equipment, shall be unlawful except as specified in this Section 3-8.

##### 3-8.3 Permitted Hours of Restricted Activities.

The activities restricted by this Section 3-8 shall be permitted only during the following hours:

Weekdays:	8:00 a.m. to 7:00 p.m.
Saturdays:	9:00 a.m. to 5:00 p.m.
Sundays and legal holidays	9:00 a.m. to 5:00 p.m.

Such activities on Sundays and legal holidays are limited to the occupants of the premises only.