

TWELVE OAKS

Tenant Construction

Rules & Regulations

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CONSTRUCTION PREREQUISITES

DOCUMENTS and DEPOSITS – REQUIRED PRIOR TO COMMENCEMENT

The Tenant's General Contractor shall assemble the following documents **BEFORE** arranging a Pre-Construction meeting with the Center Management Staff.

Building Permit

A building permit and/or a demolition permit issued by the City of Novi/Building Department.

Insurance Certificate

A current Certificate of Insurance and a current Workers' Compensation Certificate as regulated by the State of Michigan or as required by Landlord.

Construction Deposit

A \$3,000 check is required as a deposit against construction damage to Center property or any non-compliance with Tenant Construction Rules and Regulations. The check should be made payable to TVO Mall Owner LLC.

NOTE: Construction Deposit can and will be withheld until the project is 100% complete and acceptable. Allow a minimum of 30 days after completion of all items noted on the punchlist to receive any refund of the Deposit. The Construction Deposit refund must be requested in writing.

Facilities Fee

A separate, **NON-REFUNDABLE** fee of \$1,300 is required for storefronts up to 25 feet; a fee of \$1,800 is required for storefronts over 25 feet. The check should be made payable to TVO Mall Owner LLC.

Pre-Construction Information Form

Using the Pre-Construction Information Form, record the names of **ALL** Subcontractors used by the General Contractor during the construction process. Designate Subcontractors by trade. If the General Contractor has been provided a complete list of Subcontractors by their company office, this may be substituted for the Pre-Construction Information Form.

When all prerequisite documents are assembled, the General Contractor must deliver them to the Center Management Office for review.

Landlord Approved Construction Drawings

One complete set of Landlord approved construction drawings is required. It is requested that before the Pre-Construction meeting, the General Contractor review these drawings. These documents will also be available at the scheduled meeting.

GENERAL RULES

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

- Construction shall comply in all respects with applicable Federal, State, County, and/or Municipal Statutes, Ordinances, Regulations, Laws, and Codes.
- General Contractor shall provide a full-time superintendent to be on the jobsite throughout all phases of the construction of the tenant's premises.
- Landlord's "Construction Rules" signboard will be posted in the space at all times.
- A set of approved Landlord drawings must be posted at the construction site at all times.
- Tenants, Tenant Contractors, and their Employees are expected to act in accordance with any and all regulations established by Center Management.
- This is a smoke-free environment. There is to be no smoking in any Space, Common Area, or Service Corridor of the building.
- All rooftop equipment and support steel shall be approved by Landlord and painted in accordance with the Landlord's schedule. See Twelve Oaks Mall Paint Colors.
- Tenant's installing rooftop equipment shall identify such equipment on two sides with Tenant's name and space number using white, two-inch high, vinyl lettering.
- All Tenant Contractors will enter through designated Service Areas.
- Workers are not allowed to carry tools, construction material, or other equipment through the Common Areas without prior approval of the Landlord.
- Center personnel are not permitted to lend Center equipment. Please do not jeopardize the employee's position by asking to borrow such items.
- **LANDLORD'S RIGHT TO STOP CONSTRUCTION**
Landlord reserves the right to stop construction at any time for safety or aesthetic reasons or if Contractor or Subcontractor's representative(s) violate the rules, policies, and/or procedures contained in this document.

TENANT CONSTRUCTION INSURANCE REQUIREMENTS

Minimum Coverage and Liability Limits

The Tenant, Tenant's General Contractor, and Subcontractors involved with the construction process are responsible for obtaining the proper insurance. A primary policy or primary policy, plus an umbrella policy, can satisfy liability requirements.

Please refer to the following two pages for the type of insurance required, the dollar limits, the specific language required, and the necessary Endorsement.

*** SEE SAMPLE CERTIFICATE OF INSURANCE ***

Your certificate of insurance, in compliance with the sample certificate (included herewith), must be provided to Twelve Oaks Mall Management prior to the commencement of any work.

Certificate Holder

TVO Mall Owner LLC
c/o Management Office
27500 Novi Road
Novi, MI 48377-3418

ACORDTM CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
01/01/2020

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): 555-555-6666	
	E-MAIL ADDRESS: Agent contact's email address	
INSURED Vendor/Contractor's Legal Name Vendor/Contractor's Address	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Insurer Name Here	
	INSURER B: Insurer Name Here	
	INSURER C: Insurer Name Here	
	INSURER D:	
	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 CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/>	X	X	1234567	01/01/2020	01/01/2021	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 \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	GENTL AGGREGATE LIMIT APPLIES PER POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			2345678	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/>			3456789	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	DED RETENTION \$						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			4567891	01/01/2020	01/01/2021	<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

SAMPLE
TENANT CONTRACTOR CERTIFICATE

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

RE: Location- Twelve Oaks Mall, 27500 Novi Road, Novi, MI 48377-3418
TVO Mall Owner LLC and The Taubman Company LLC are designated additional insureds per form # CG 2026 07/04 (Additional Insured - Designated Person or Organization)
Waiver of subrogation applies in favor of additional insureds. Coverage is primary and non-contributory to any other insurance available to the additional insureds.

CERTIFICATE HOLDER

TVO Mall Owner LLC
c/o Twelve Oaks Mall
27500 Novi Road
Novi, MI 48377-3418

CANCELLATION

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

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 26 07 04

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

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

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

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

PRE-CONSTRUCTION MEETING

It is the Landlord's intention to ensure a smooth and steady construction process for each individual Tenant. The Tenant's construction drawings have been through an extensive review process to confirm compliance with the Landlord's criteria. During the Pre-Construction meeting, the General Contractor will be made aware of the Tenant/Landlord relationship and the obligations the General Contractor has while acting as the Tenant's construction agent. Any concerns should be addressed at this time. All preventive measures taken at this meeting could save time and money in the long term.

Special requirements will be discussed during the Pre-Construction meeting. **The General Contractor is responsible for ensuring that all Subcontractors involved with construction are fully aware of all information (including insurance requirements) contained in this manual.**

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

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

PREMISES ACCEPTANCE WALK-THROUGH

Existing Conditions

- Barricade/Storefront
- Dumpster Location
- Lease-Line Tile
- Mall Soffit
- Neutral Piers
- Overhead Doors
- Service Area
- Service Corridors
- Service Elevator

Loading Dock – Designated Dock and Routing of Material Deliveries

Metal Corner Guards

Project Specific Meters and Devices

- Control Wire
- Electric Meters (not required)
- VAV Box(es)

- Water Meters (by Tenant Contractor)

Utility Tie-in Locations

- Domestic Water
- Electric Service (check with Twelve Oaks' Management for designated electrical contractor for tie-in work)
- Fire Alarm (if applicable)
- Gas Line (if applicable)
- HVAC Connections (if applicable)
- Kitchen Waste (if applicable)
- Sanitary Line
- Smoke Detector (if applicable)
- Sprinkler Main and Tie-in Location
- Telephone & Internet Service
- Toilet Exhaust Vent (if applicable)
- Vent Line (if applicable)

PREMISES ACCEPTANCE FORM

Demolition and/or construction can cause unintentional damage. To protect both parties from any damage claims, the representative of the Landlord (the Facilities Director or his/her designee) and the General Contractor will inspect the Tenant space before construction. Existing conditions within the Tenant space and the adjacent area will be inspected and noted with the date on the Premises Acceptance Form. From this date forward, the General Contractor will be responsible for protecting the listed items and any other areas the General Contractor and/or Subcontractor(s) occupy. This also applies to any existing altered tiles from the previous Tenant. If the new storefront has anything other than a straight line between the Tenant space and the Landlord space, the General Contractor will have to make the appropriate alterations.

CONSTRUCTION

BARRICADES/STOREFRONTS

The Landlord shall provide a pre-fabricated, full-height barricade at the storefront (see Fees and Fines Schedule Sheet/Facilities Fee). If Landlord is unable to supply a barricade, then the General Contractor must supply and install a Landlord approved barricade at their own expense. Barricades are to be free from dust and debris at all times. A properly sealed Visqueen barrier will help prevent dust; however, dusting and cleaning of the barricade will still be required, if needed. Before demolition, therefore, the General Contractor shall install a Visqueen dust barrier, from floor to ceiling, along the entire length of the barricade and for the entire duration of the project. **A Visqueen barrier is required to be installed before work can begin.** Visqueen should be a minimum of 3-mil thickness and will need a permanent, taped seal at the ceiling, sidewalls, floor, and around perimeter of front door. For spaces with a rear entry, it is strongly recommended that the front entry not be used during construction to help the integrity of this barrier. The front entry door must also remain closed at all times. **Visqueen barrier must remain intact for entire duration of the project.**

The General Contractor is responsible for maintaining the area surrounding the barricade. If dirt or dust escapes from the construction site into the Center Common Areas, the General Contractor may be charged a "cleanup" fee for time and material expended on the cleanup performed by the Center's personnel.

All barricade doors (including rear exit doors) shall remain closed during construction activity. This will prevent unauthorized personnel from entering the site and help contain dust within the space. Walk-off mats are required at each point of entry.

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

When the barricade inhibits storefront construction, it may be moved away from the storefront lease line by Center personnel only or as approved by Landlord. The barricade must remain rigid, square, and plumb throughout store construction. Relocation or removal of the storefront barricade **MUST** be authorized by the Facilities Department and **MUST** be scheduled at least 24 hours in advance. **Contractors are not allowed to alter barricades for any reason (deliveries, etc.). ANY alteration of the barricade by any Contractor will result in an additional barricade fee.**

Any Common Area tile exposed as a result of the barricade relocation must be protected. Plywood, Masonite, or other durable material specified by the Facilities Department shall be utilized.

Additional signage may not be installed on the barricade exterior unless authorized by the Center's General Manager and/or Facilities Director.

If any portion of the store remains open during construction, a barricade is required between the construction activity and the public. This barricade will consist of metal studs and gypsum

board, fully taped, spackled, and painted. A wooden base is required, which is to be either painted or stained. Visqueen barriers at the top or sides of the barricade cannot be visible. The General Contractor shall verify all code requirements (entrance/exit routes, fire protection, etc.) before the barricade is installed. In the event the Center Management staff determines the public's welfare is compromised, all construction will be terminated. Construction of this wall must take place between 10 p.m. and 5 a.m.; all paint and drywall mud must be dry by 6 a.m.

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 and store opening. All barricade removal requests must be scheduled and performed by Center Management personnel. If the barricade is owned by the Tenant, removal of the barricade by the General Contractor must be coordinated with Center Management.

CEILINGS

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

If the area above the ceiling is used for a return-air plenum, the General Contractor must ensure that all ceiling components are plenum rated. Some governing agencies maintain that fire-treated wood is combustible; therefore, the General Contractor must verify the use of wood, plastics, and/or any other materials used in the plenum with the City of Novi/ Building Department.

Maintain access to all Tenant and Center equipment above the ceiling per all codes and maintenance requirements. Coordinate access panel locations with the Facilities Director, the City of Novi/Building Inspector, and the Landlord approved construction drawings.

The maximum ceiling clearance will be designated on the Landlord's space layout. If Tenant desires ceiling elevations higher than those permitted, relocation of the plumbing, electrical, mechanical, fire protection, etc., will be at Tenant's expense. Use of the Center's Subcontractors may be required.

An expansion joint must be incorporated into the ceiling construction if present within the space. The General Contractor shall verify code requirements with the City of Novi/Building Department. Landlord approval is required for aesthetic treatment of this joint.

ANY penetration through walls, ceilings, floors, or roof into a space not within the tenant's lease line MUST BE identified with the space number and fixture type. Example:

A101: Plumbing / Dishwasher

A101: Electric / Cash Wrap

A101: Communications / TV

EVERYTHING is subject to inspection and approval by the Landlord.

Additionally: Any previous penetration in walls, floors, and/or ceiling that will no longer be utilized needs to be properly filled in and patched and any markings that will no longer be used need to be removed or painted over.

CLEANING

General Contractors need to recognize the importance of maintaining a clean work environment at Twelve Oaks Mall. Construction work within a shopping center is dramatically different than work performed in other environments. An experienced General Contractor will manage this with the same level of priority as well as all other aspects of the project. Demolition Contractors and/or other Subcontractors who significantly violate these requirements could be banned from the Center. See Walk-Off Mats.

Twelve Oaks Mall does not maintain cleaning personnel to clean up after Contractors. It is a distraction to the Center's daily routine if our Housekeeping Contractor is forced to divert their activities for ANY construction cleaning. If this work is not completed by the General Contractor and/or Subcontractors within an allotted amount of time, the Facilities Director will contract the work and a \$200 minimum charge (per occurrence) will be deducted from the General Contractor's construction deposit.

COMMON AREAS

It is **EXTREMELY** important that the Center Common Areas are always kept clean. The General Contractor will inspect this area throughout the day at a minimum of three (3) times per day to ensure that any dust and/or debris have not penetrated out to the Center Common Areas.

DEMISING WALLS

At the Tenant's expense, the Landlord will install 20-gauge 4-inch metal studs, 16 inches O.C. floor to structure above. The General Contractor shall verify that the Drywall Contractor installs a minimum of one layer 5/8" fire-rated gypsum board, fire taped, and spackled from floor to ceiling.

The demising wall will be located per dimensions indicated on the Landlord's space layout drawing. Any dimensional inconsistencies between the space layout drawing and the Landlord approved construction drawings should be brought to the immediate attention of the Facilities Director.

Demising walls do not possess any structural value. The General Contractor shall provide structural reinforcement if Tenant's construction is attached to, or supported from, the demising wall. The Landlord's structural engineer must approve structural drawings.

The General Contractor shall schedule "new" demising wall installation with the Facilities Director. Demolition of the area must be complete and floor conditions must be level and structurally sound in order to fully accept the 4-inch bottom (metal) track.

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

Standards may not be recessed into any fire-rated demising walls. A second layer of drywall must be used to conceal the standards.

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

An expansion joint shall be incorporated into walls if an expansion joint exists within the space. Since demising walls are fire rated, the General Contractor shall verify code requirements with the City of Novi/Building Department. Landlord approval is required for the aesthetic treatment of any expansion joint used.

ANY penetration through walls, ceilings, floors, or roof into a space not within the tenant's lease line MUST BE identified with the space number and fixture type. Example:

A101: Plumbing / Dishwasher

A101: Electric / Cash Wrap

A101: Communications / TV

EVERYTHING is subject to inspection and approval by the Landlord.

Additionally: Any previous penetration in walls, floors, and/or ceiling that will no longer be utilized needs to be properly filled in and patched and any markings that will no longer be used need to be removed or painted over.

In accordance with the 2009 Michigan Building Code 703.6 – Marking and Identification: Fire walls, fire barriers, fire partitions, smoke barriers, and smoke partitions or any other wall required to have protected openings or penetrations shall be effectively and permanently identified with signs, stenciling, or stickers. Such identification WILL BE PROVIDED BY LANDLORD FOR CONTRACTOR'S INSTALLATION and shall:

- Be located in accessible concealed floor, floor-ceiling, or attic spaces;
- Be repeated at intervals not exceeding 30 feet measured horizontally along the wall or partition; and
- Include lettering not less than 0.5 inches in height, incorporating the suggested wording: "FIRE AND/OR SMOKE BARRIER – PROTECT ALL OPENINGS."

Exception: Walls in Group R-2 occupancies that do not have a removable decorative ceiling allowing access to the concealed space.

DEMOLITION

All demolition shall occur before or after mall operating hours as set by Landlord so as not to interfere with the daily operations of adjacent Tenants or Center Common Areas. See Walk-Off Mats. See Barricades/Storefronts. Be aware of work that may cause excessive vibrations, which can damage adjacent Tenant spaces and/or surrounding areas. There is to be no hammering, drilling, or jack hammering during Center hours.

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

Any previous penetration in walls, floors, and/or ceiling that will no longer be utilized needs to be properly filled in and patched and any markings that will no longer be used need to be removed or painted over.

Contractor's name and space number MUST be on all dumpsters at all times. Any dumpster without a Contractor's name and space number will be removed from Center property and any additional costs will be deducted from the General Contractor's construction deposit.

DOORS & VESTIBULES

Center doors and elevator doors are not to be propped open at any time by Contractors. Damage to doors will be charged to the General Contractor.

A 3' x 6'-8" (or 7'-0") commercial grade, metal door with a "B" label is required (if applicable). Frame and hardware are to conform to similar fire rating. All doors shall be equipped with a door closer located on the tenant (interior) side of door. All exit doors shall have the appropriate fire-exiting hardware. The General Contractor should verify code requirements with the City of Novi/Building Department. After installation of service door, Contractor shall restore Service Corridor to original condition.

A doorbell must be installed at Service Corridor doors to alert store personnel of deliveries.

The General Contractor will ensure that the rear door is painted per the Center's specification and coordinate labeling of the door with the Facilities Director. This work shall be performed before project completion. If not, the Landlord will perform the work and the cost will be deducted from the General Contractor's construction deposit. **Color of this door shall be: Sherwin-Williams Foxfire S-W 1070 Gloss Industrial Enamel.**

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

4'-0" x 4" x 4" stainless steel metal corner guards and 2" x 4" wood bases (Maple or Poplar) are required at both returns into the vestibule. Landlord to specify. Vestibule walls shall be painted to match the adjacent corridor. **Color of paint for these corridors is Sherwin-Williams: Crème S-W 7012 Flat.** Vestibule walls shall be restored to original fire-rated condition. If this work is not completed before the store opening, the Facilities Director will contract the work and the cost will be deducted from the General Contractor's construction deposit.

DUMPSTERS

Placement of any dumpster is determined by the Landlord. UPCO Waste Services is the REQUIRED dumpster provider for Twelve Oaks Mall unless the Demolition Contractor wishes to use their own. If Demolition Contractor is using a dumpster they own, it MUST be removed from property by 7:00 a.m. every morning. After demolition is complete, an UPCO Waste Services dumpster MUST be utilized for the remainder of construction process.

Contractor's name and space number MUST be on all dumpsters at all times. Any dumpster without a Contractor's name and space number will be removed from Center property and any additional costs will be deducted from the General Contractor's construction deposit.

ELECTRICAL

The General Contractor shall ensure that the Electrical Contractor is aware of, and complies with, all Landlord notations on the approved construction drawings.

NO FLEXIBLE CONDUIT

All permanent wiring shall be rigid or EMT conduit. Flexible conduit may not be used for extended runs or in lieu of conduit in partitions. No flexible conduit is allowed in any demising walls. Flexible conduit may be used in lengths of six (6) feet for finish connections only.

Temporary power may be available from a source designated by the Facilities Director. Any temporary electrical wiring located outside the leased premises shall be placed in a metal casing. All temporary wiring used during construction (i.e., phone, power, service, etc.) shall be in conduit and removed before project completion.

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

All circuit panels must be balanced. Balancing will be verified by Center Management and Electrical Contractor.

Check with Twelve Oaks Management about designated electrical contractor for final tie-in work.

ANY penetration through walls, ceilings, floors, or roof into a space not within the tenant's lease line MUST BE identified with the space number and fixture type. Example:

A101: Plumbing / Dishwasher

A101: Electric / Cash Wrap

A101: Communications / TV

EVERYTHING is subject to inspection and approval by the Landlord.

Additionally: Any previous penetration in walls, floors, and/or ceiling that will no longer be utilized needs to be properly filled in and patched and any markings that will no longer be used need to be removed or painted over.

FEES AND FINES SCHEDULE SHEET

CONSTRUCTION DEPOSIT

- The construction deposit required at Twelve Oaks is \$3,000 and payable to: Twelve Oaks Mall. General Contractor understands that deposit can and will be withheld until the project is 100% complete and acceptable. Please allow a minimum of 30 days after request for deposit return to be received. This sheet is provided to outline the charges that may be withdrawn from the deposit. **General Contractor must submit a completed W-9 Form with their construction deposit.**

CRANE LIFT

- A \$600 fee shall be charged for Landlord assistance for each crane lift.

DELIVERIES

- A \$100 fine per vehicle/per hour will be assessed against the General Contractor's construction deposit for any vehicle parked in the loading dock area longer than 20 minutes. Additionally, the vehicle may be towed at the General Contractor's expense.
- Cost of floor repairs for damage caused by deliveries will be deducted from the General Contractor's construction deposit.
- A \$500 fine will be assessed against the General Contractor's construction deposit for unauthorized deliveries through the customer entrances.
- The General Contractor shall ensure that the responsible party will clean any dirt, litter, and/or tire tracks or the cost of cleanup will be deducted from the General Contractor's construction deposit.

FACILITIES FEE FOR STOREFRONTS

- \$1,300 (non-refundable fee) for storefronts up to 25 feet.
- \$1,800 (non-refundable fee) for storefronts over 25 feet.

FIRE PROTECTION and SPRINKLERS

- A \$700 shutdown fee shall be charged for each system shutdown.

HELICOPTER LIFT

- A \$800 fee shall be charged for Landlord assistance for each helicopter lift.

HVAC

- A \$300 fine will be assessed against the General Contractor's construction deposit if the Tenant's rooftop equipment is not identified on two sides with tenant's name and space number using 2-inch white, vinyl lettering.
- The General Contractor's construction deposit will be forfeited if a certified air-balance report, by a required contractor, is not received within 30 days of the store's opening date.

PARKING

- ANY Contractor vehicle(s) not parked in designated parking areas may be ticketed and/or towed at the General Contractor's expense. (See Parking / Map.)

PLUMBING

- The General Contractor's construction deposit will be forfeited if proof of sanitary root-out is not provided within 30 days of the store's opening date.

REAR EXIT / SERVICE DOORS

- Shall be completed per the Center's specification or the Landlord will perform the work and the cost will be deducted from the General Contractor's construction deposit.

ROOF DECK

- The General Contractor will be assessed a \$1,500 "cleanup" fee for any debris left on the roof in conjunction with their store construction.
- The cost of repairs for damage caused by any Tenant Subcontractor will be deducted from the General Contractor's construction deposit.

STOREFRONT

- The General Contractor shall coordinate any repairs with the Center's Facilities Director. If not addressed before project completion, repair costs will be deducted from the General Contractor's construction deposit.

WASTE DISPOSAL / TRASH

- A \$500 fee will be deducted from the General Contractor's construction deposit if the General Contractor fails to confine debris to the Tenant's leased premises.
- A \$1,000 fine will be assessed against the General Contractor's construction deposit if the trash dumpster used is not removed from the Center property within 48 hours of store's opening.
- Demo Contractor's (owned) Dumpster MUST be removed from property by 7:00 a.m. every morning.

FIRE ALARM SYSTEM

All tenant spaces in excess of 1,000 s.f. must be tied into the Center's Fire Alarm System. Tenant is responsible for all equipment and installation. Contact the Landlord's required Fire Alarm Contractor for pricing and information.

Fire Zones 1 through 12 in Phase I and II ("A" "B" "C" and "D" Buildings) are pipe schedule design.

Fire Zones 13 through 15 in Phase III ("E" Building) are hydraulically calculated and have fire pump support.

Fire alarm splices should be in painted **RED** enclosures. Any wiring through adjacent tenant space MUST be in conduit.

FIRE PROTECTION and SPRINKLERS

The General Contractor shall ensure that the Fire Protection Contractor is aware of, and complies with, all notations on the Landlord approved construction drawings.

The General Contractor shall ensure that the Fire Protection Subcontractor submit drawings to the Landlord's insurance underwriter. Approval must be obtained before commencing any work.

All pipe must be schedule 40 pipe. Thinwall pipe is not allowed under any circumstances. Any existing thinwall pipe must be completely removed and replaced with schedule 40 pipe. All sprinkler heads must be of the "quick response" type.

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

The City of Novi and Twelve Oaks Mall require that each Tenant install an isolation valve with a tamper switch. Auxiliary drain valves may be used. They should be located in an area that does not invite tampering. Isolation valves are to be located where anyone can easily access them with an eight-foot ladder. Do not place these in areas that are not easily accessible. An access panel may also be required. The Facilities Department has the right to order the relocation of this valve if it is determined to be in an area not easily accessible. An additional shutdown fee would, therefore, be required. All control and drain valves must be labeled with the signs visible from the floor.

The fire alarm system is monitored by the Center Security Department. Contractors must not tamper with these systems. The General Contractor shall schedule a date and time for any system shutdown a minimum of 48 hours in advance with the Facilities Director. This shutdown MUST be completed before the Center opens for business.

A shutdown fee shall be charged for each system shutdown. Payment shall be made in the form of a check (payable to Twelve Oaks Mall) in the amount specified by the Facilities Director. Fees are assigned by The Taubman Company.

In order for the isolation valve to be turned on and before a shutdown for final connection can occur, the system shall be hydrostatically tested and made ready for “tie-in.”

Requirements for completion and tie-in are:

- Copy of the hydro test
- Copy of City of Novi approved prints
- Shutdown fee

A minimum of two fire extinguishers must be located on the jobsite during construction.

In accordance with the 2009 Michigan Building Code 703.6 – Marking and Identification: Fire walls, fire barriers, fire partitions, smoke barriers, and smoke partitions or any other wall required to have protected openings or penetrations shall be effectively and permanently identified with signs, stenciling, or stickers. Such identification WILL BE PROVIDED BY LANDLORD FOR CONTRACTOR'S INSTALLATION and shall:

- Be located in accessible concealed floor, floor-ceiling, or attic spaces;
- Be repeated at intervals not exceeding 30 feet measured horizontally along the wall or partition; and
- Include lettering not less than 0.5 inches in height, incorporating the suggested wording: “FIRE AND/OR SMOKE BARRIER – PROTECT ALL OPENINGS.”

Exception: Walls in Group R-2 occupancies that do not have a removable decorative ceiling allowing access to the concealed space.

FLOORS / FLOOR DECKS

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

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

Layout of any “new” Tenant spaces on grade shall be performed in accordance with the Landlord’s space layout by the General Contractor or Contractor designated by the Landlord. The concrete slab must be made ready to fully accept the bottom 4-inch track of the demising wall.

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

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

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

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

Washout sites are not available. The concrete truck shall be taken off Center property for washing, rinsing, and cleaning. No material or rinse water shall be disposed of in ANY storm or sanitary drains.

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

Lower Level Slabs

All slabs on grade shall consist of concrete with a minimum strength of 3,000 psi; a minimum thickness of 4 inches. 6" x 6" x W1.4 WWF and a Visqueen vapor barrier (minimum 4 mil) on compacted fill.

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

Upper Level (Supported Slabs)

A 2-inch depressed area may exist in (new) supported slabs. The General Contractor is responsible for filling and sloping this area to ensure that the Tenant's finished floor material is the same elevation as the Landlord's tile floor.

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

E-Building: All penetrations require core drilling only.

All penetrations through any concrete floor slabs must be coordinated with the Facilities Director. Core drilling, saw cutting, jack hammering, brush hammering, chipping, etc., are not permitted without prior approval. The General Contractor must perform a field survey of the area below any proposed floor penetration to verify the existence of any electrical, mechanical, etc. equipment. All penetrations through the floor must be fire caulked. The General Contractor will be responsible for any damage to the Center as a result of incorrect coring; this includes any cuts made through tension cables within the pre-cast planks.

Locating the appropriate coring locations will include the following at a minimum:

1. Confirm location of desired core within the Tenant space.
2. From below the space, locate the hollow locations.
3. Drill a pilot hole from below.
4. Core from above.

If a structural investigation is required, it is the responsibility of the General Contractor to obtain and pay for these services. See attached Subcontractor List for Center approved Structural Engineers.

Any penetrations through the supported floor slab must have steel, watertight sleeves. The sleeve, penetration, and area surrounding this point shall be made waterproof. Verify with the Facilities Director the approved type of waterproofing material. Waterproof membrane is to be installed by Landlord's Required Contractor (see Subcontractor List). All restaurant and toilet room floors are to be waterproofed with an elastomeric membrane. Waterproofing must extend a minimum of 4" up all wall surfaces. The Landlord requires the Laticrete system (or approved equivalent) be used for waterproofing. **(This is to include a fabric that is embedded in the**

waterproofing material). A Landlord representative must inspect the waterproofing before any flooring is installed.

ANY penetration through walls, ceilings, floors, or roof into a space not within the tenant's lease line MUST BE identified with the space number and fixture type. Example:

A101: Plumbing / Dishwasher

A101: Electric / Cash Wrap

A101: Communications / TV

EVERYTHING is subject to inspection and approval by the Landlord.

Additionally: Any previous penetration in walls, floors, and/or ceiling that will no longer be utilized needs to be properly filled in and patched and any markings that will no longer be used need to be removed or painted over.

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

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

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

The General Contractor shall field verify the existence of expansion joints within the space. Some floor slabs are fire rated. Verify that expansion joints meet all code requirements. Landlord approval of the expansion joint's aesthetic treatment is required before its installation.

GAS

The Gas Company has provided a gas manifold. The Facilities Director shall direct the General Contractor on routes, type of support, etc., for this piping.

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

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

Enclosures and code requirements should be verified with the City of Novi/Building Department. Vented shafts, chases, etc., may be required along the route.

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HAZARDOUS MATERIALS

The use of propane equipment is permitted during non-business hours. Verify approval with Center Management.

The use of gasoline or diesel powered equipment is strictly prohibited.

HVAC / VAV Box(es)

The General Contractor shall ensure that the HVAC/Mechanical Contractor is aware of, and complies with, all notations on the Landlord approved construction drawings.

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

Placement of any mechanical equipment on the roof shall be scheduled with the Facilities Director. The design loads of the roof typically do not support loads greater than 25 psf. Plywood laid across the roof with a "moon buggy" supporting the unit is a minimum. Loads greater than 200 lbs. will require a crane. Loads greater than 500 lbs. will require a crane and/or helicopter. If a crane can easily reach the unit's destination point, the load requirements are not in effect.

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

All roof equipment (new or reused) shall be labeled on two sides with the Tenant's name and space number using two-inch, white, vinyl letters. **A \$300 fine will be assessed against the General Contractor's construction deposit if the Tenant's equipment is not identified.**

ANY penetration through walls, ceilings, floors, or roof into a space not within the tenant's lease line MUST BE identified with the space number and fixture type. Example:

A101: Plumbing / Dishwasher

A101: Electric / Cash Wrap

A101: Communications / TV

EVERYTHING is subject to inspection and approval by the Landlord.

Additionally: Any previous penetration in walls, floors, and/or ceiling that will no longer be utilized needs to be properly filled in and patched and any markings that will no longer be used need to be removed or painted over.

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

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

The Facilities Department 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 at any time.** VAV boxes shall be throttled down until controls are functional. If thermostats are removed, throttle this down manually.

A low pressure duct (maximum length four (4) feet) will attach the VAV box to the supply-air tap for "A" "B" "C" and "D" Buildings. A medium pressure duct (maximum length four (4) feet) will attach the VAV box to the supply-air tap for "E" Building. There is to be no flexible ductwork ahead of the VAV box. The General Contractor shall ensure the HVAC Contractor does not install any dips, bends, or turns at this attachment. Any "kinks" may cause the VAV box to become inoperative.

The Center's HVAC system supplies air to various areas of the Center and Tenant spaces. Attachments into the supply-air must occur when the system is off. Typically, the units are off between the hours of 9:00 p.m. and 9:30 a.m. Verify times with the Facilities Department.

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

An air balance of the system must be performed by an independent Temperature Control Contractor and a certified air-balance report must be submitted to the Facilities Director at project completion.

The Air-Balance Contractor MUST be one of the approved contractors listed on the attached Subcontractor List.

The General Contractor's construction deposit will be forfeited if this report is not received within 30 days of the store's opening date.

LOADING DOCKS

The loading dock used for the project is to be inspected regularly for construction dirt and debris. Since we sometimes allow Demolition Contractors to stage from this area, it is very important that the loading dock is inspected and cleaned every morning before and after any dumpster is removed. Twelve Oaks Mall will suspend the privilege of staging from the dock area if we determine it is not maintained properly. The Parking Policy is enforced 24 hours per day, 7 days per week.

NOISE and ODORS

If Center personnel identify excessive noise and/or odors, the General Contractor will take immediate means necessary to remedy the situation.

NOTE: Noisy or noxious work should be scheduled before or after Center operating hours. This work includes, but is not limited to, radios, chop saws, reciprocating saws, hammer drilling, tack hammering, screw guns, impact drivers, etc.

TWELVE OAKS MALL PAINT COLORS

Note: All colors are Sherwin-Williams or Pittsburgh Effective 01/23/07: Colors may change at any time.

Columns and Neutral Piers	S-W Pro Classic Oil Semi-Gloss Accutint 4010 Y1 1/32 Y128
Existing Center Ceiling/Soffit	S-W 200 Flat Latex - White
Service Corridors	S-W 7012 Flat - Crème
Service Doors	S-W 1070 Gloss Industrial Enamel - Foxfire
Security Inner Office Walls	PPG 324-4 Manor Hall Eggshell - Spiced Vinegar
Management Corridor/Upper	Vail of Dusk 411-2. PPG Wallhide 80-220
Management Corridor/Lower	Photo Grey 411-4. PPG Wallhide 80-220. 115%
Management Hallway Doors and Frames	Photo Grey 411-4. 115%. PPG Pitt-Tech Plus DTM 90-1220
Management Corridor Rail	Photo Grey 411-4. 115%. PPG 7-814 Gloss Alkyd
Management Interior Walls	PPG 324-4 Manor Hall Eggshell - Spiced Vinegar
Arcade Entry/Upper	S-W 200 B20 W203, R2-24, Acrylic Eggshell
Arcade Entry/Lower Brown	S-W 200 B1, 2Y4, Y3-4Y40, W1-2Y62, Acrylic Eggshell
New Interior Doors	S-W 6107 Industrial Enamel Gloss – Nomadic Desert
Old Interior Doors	PPG 7-118 N-04-1135 Gloss Oil
Exterior Doors	S-W B54 W-113 6405 17736 Gloss
Roof Skylights	PPG 95-3300 Durrethane DTM Gloss - Bronzestone
Tree Grates	S-W 4010 B54 W101 Gloss Accutint Industrial Enamel - Basket Beige
HVAC Rooftop Units	To be determined

*** ALL PAINT COLORS NEED TO BE UPDATED ***

LIFESTYLE CAFÉ**ALL EGGSHELL**

Wall in Weekends	P15 544 - Mushroom Cap
Flat Surface Around Sign, Above Wood Columns	P16 482 - Light Topaz
Beam in Skylight	P17 377 - Country Cork
Wall, Door, Ceiling, Two-Tone of FC 103 Wall Sign Area, CAM to A-3, Restroom Corridor Area	P33 709 - Manuscript P35 657 - Luminaria Yellow
Main Seating Area Ceiling	P36 1074 - Pale Water
Garden Room Ceiling	P37 919 - Longacre
Beams at Wall & Garden Room	P38 877 - Banyan Tree
All Structural Steel, Garden	P39 879 - Thyme
A-3 Vestibule Ceiling Two-Tone of Curtain Wall	P40 802 - Luna
Two-Tone of Curtain Wall	P41 792 - Yellow Moss
Ceiling of Weekends	P42 1606 - Misted Lilac
Weekends Walls	P43 491 - Ivory Beige
Tenant Wall & Ceiling	P44 868 - Candlelight
Two-Tone of FC103 Wall	P45 2010 - Shell Light
Ceiling of Café Seating	P46 1516 - Idyllic Blue
Skylight Walls	P47 766 - Spring Magnolia
Fascia of A-3 Canopy	P48 540 - Butterfield
Signage (Lifestyle)	P49 1328 - Middy Blue
Walls and Ceiling, Janitorial Closet, Restroom, and Storage	P50 873 - (No color listed) Semi-Gloss
Restroom Door Frames	P51 80 - Black Semi-Gloss

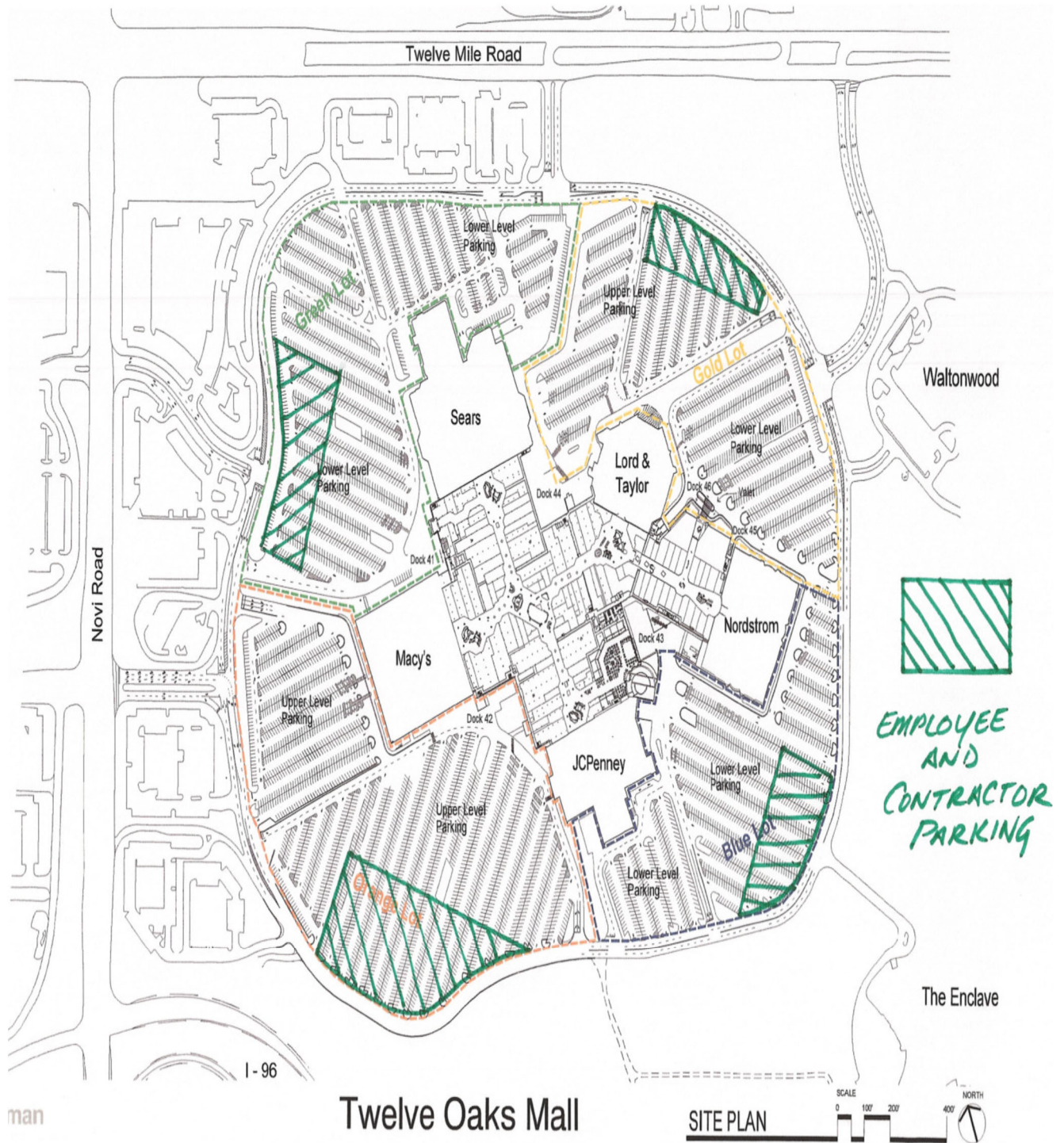
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*** ALL PAINT COLORS NEED TO BE UPDATED ***

PARKING

The General Contractor shall ensure that all Subcontractors park in designated contractor parking areas. Those vehicles parked in the other areas may be ticketed and/or towed at the General Contractor's expense. The Parking Policy is enforced 24 hours per day, 7 days per week.

Parking in the loading docks is expressly prohibited. The loading docks are designated fire lanes 24 hours a day, 7 days a week, 365 days a year.



PLUMBING

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

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

Copper, cast iron, galvanized steel, or any other code-complying metal shall be used for all above ground piping or in return air plenums. Schedule 40 (minimum) PVC piping may only be used below grade.

All water supply lines shall be copper and insulated from the supply tap to the fixture. Ensure that this insulation material is plenum rated, if applicable. This also applies to any existing lines that are present and are not currently insulated.

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 the Facilities Director after demolition.

The General Contractor shall ensure that the Plumbing Contractor does not leave any uncapped or open sanitary or vent lines, etc. Unnecessary cleanup can be costly and offensive.

The General Contractor shall negotiate work requiring access into Lower Level Tenant spaces with the appropriate store manager and/or owner. The General Contractor, at his expense, shall correct any damage caused by this work.

Water meters are not required at Twelve Oaks Mall. If one is ever required, it shall be installed within five (5) feet of the floor and accessible at all times.

When construction is complete, all sanitary lines shall be "routed out." Written notification indicating date, time, and length of route shall be provided to the Facilities Department before the barricade can be removed.

The General Contractor's construction deposit will be forfeited if proof of sanitary route out is not provided within 30 days of the store's opening date.

ANY penetration through walls, ceilings, floors, or roof into a space not within the tenant's lease line MUST BE identified with the space number and fixture type. Example:

A101: Plumbing / Dishwasher

A101: Electric / Cash Wrap

A101: Communications / TV

EVERYTHING is subject to inspection and approval by the Landlord.

Additionally: Any previous penetration in walls, floors, and/or ceiling that will no longer be utilized needs to be properly filled in and patched and any markings that will no longer be used need to be removed or painted over.

ROOF DECK

The General Contractor shall coordinate any work that requires modifications to the existing roof with the Facilities Director. The General Contractor MUST use the Center's required Roofing Contractor for all roof modifications. The General Contractor shall ensure that all applicable Subcontractors (i.e., HVAC, Mechanical, Electrical, etc.) are aware of the roof requirements.

Typically, any opening in the roof greater than 12" x 12" requires additional steel reinforcing. This steel shall be installed before cutting the roof. The Landlord's structural engineer must approve drawings showing the roof framing.

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

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

Antennas are permitted on the roof only after an "Antenna Agreement" has been executed between the Landlord and the Tenant. This includes satellite dishes and any other transmission or receiver devices. Detailed installation diagrams are available.

The General Contractor shall remove all crating materials, unused equipment, trash, debris, etc., from the roof upon completion of work. **The General Contractor will be assessed a \$1,500 "cleanup" fee for any debris left on the roof in conjunction with their store construction.**

Equipment of any kind shall be carried over 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.**

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

ANY penetration through walls, ceilings, floors, or roof into a space not within the tenant's lease line MUST BE identified with the space number and fixture type. Example:

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SERVICE CORRIDORS & REAR EXIT DOORS

It is an inconvenience to Tenants and delivery services that use our service corridors to have to travel through a dusty environment into their store. For this reason, all service corridors must be maintained throughout the day. Service corridors are to be swept down a minimum of once per day and as often as needed during the day to maintain a clean pathway. Corridors will also need to be mopped on an as-needed basis. At completion of the project, Contractors are to clean the corridors 30 feet in both directions from the rear entry. This includes dusting, vacuuming of rails, and floor mopping. Any vestibule and/or service corridor damage should be repaired at this time as well.

SIGNS

ALL signs on storefronts must be pre-approved. The General Contractor shall ensure that the Sign Contractor is aware of all notations on the Landlord approved sign shop drawings. Landlord approval is required before sign fabrication. Failure to submit shop drawings may prohibit the storefront sign from being installed. **Temporary signs will not be permitted.** UL labels are to be relocated to sign areas out of direct view. There must be no exposed fasteners. Sign holes must be plugged to eliminate lighting leaks. Construction deposit will be withheld if any signs do not meet Landlord approval. **Rear Exit Doors:** If a space has a rear door, then the door must have a sign indicating the space number and the name of the Tenant residing within the space affixed to the door (on the side of the door that faces the Service Corridor). All signs must be **READY-TO-APPLY PLOTTER CUT VINYL**. The color of the lettering and numbering needs to be **black**. The font style must be **Futura Standard**. For the Tenant name: Capital letters shall be 3-inches tall and lower case letters shall be 2-inches tall. For the space number: Start with the building letter, followed by a hyphen, and then the space number. The building letter shall be 2-inches tall and in capital font; the space number following the building letter shall also be 2-inches tall. The Tenant's name shall be on the first line of the sign and the space number shall be on the second line of the sign. Install the signage on the door 60-inches above the finished floor. For clarity, please see the following example:

**Management Office
C-240**

SMOKE DETECTORS and LIFE SAFETY

All life-safety requirements associated with the Tenant's construction are based on the initial code review of the base building. Smoke detection, smoke exhaust, egress routes, etc., are unique to each Center. Any Tenant system that requires attachment to the Center systems shall be coordinated with the Facilities Director. The General Contractor and their Subcontractors shall be aware of all notations on the Landlord approved construction drawings.

STOREFRONTS

The storefront construction must be of the highest quality. Ceiling transitions, floor tile transitions, and neutral pier connections will be closely inspected and may need to be reworked if quality standards are not maintained. Contact the Facilities Director when you begin storefront work to discuss the specifics of each storefront detail.

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

The Center soffit is not designed to support any additional loads. **The Tenant's storefront may not be attached to any part of the Center soffit or neutral piers.**

All grille key switches shall be concealed within the storefront design. A door that is smooth and flush and covered with the adjacent surface material may be used.

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

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

Any damage caused by demolition or construction to the Landlord's neutral piers, soffits, or lease-line tile shall be repaired to a "like new" condition. Any Landlord tile that is not square due to previous work will need to be changed by the Contractor at Contractor's expense to create a straight and even transition line. The General Contractor shall coordinate any repairs with the Facilities Director. If these items are not addressed before project completion, ALL repair costs will be deducted from the General Contractor's construction deposit.

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

STRUCTURAL

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

Excessive deck/roof loading caused by transformers, safes, mezzanines, HVAC units, etc. require approval from the Landlord's Structural Engineer. The Contractor shall not modify structural beams, purlins, joists, etc. unless specifically noted on the Landlord approved construction drawings.

SUBCONTRACTOR LIST

Twelve Oaks strongly recommends using union contractors. The following contractors have been approved to perform services for tenant construction at Twelve Oaks. Approved status means these contractors have demonstrated the capacity to abide by the rules and guidelines for proper construction practices within the Center. The list shall not be construed as a recommendation or warranty by Twelve Oaks with respect to quality of workmanship or their suitability to perform the work contemplated.

CONSTRUCTION CLEANUP

Murphy & Associates 734-377-9500

DEMOLITION

Blue Star Demolition 586-427-9933

J's Multi Services 313-408-2645

W.L. Decker Contractor 248-891-2933

DRYWALL/CARPENTRY

DH Construction Company 734-207-1072

National Building Services 248-266-3010

W.L. Decker Contractor 248-891-2933

*ELECTRICAL

Centerline Electric 586-757-5505

Ferndale Electric 248-545-4404

LaBelle Electric 586-598-7360

*FIRE PROTECTION

Fire Systems of Michigan 313-255-0053

TSFP Holdings d/b/a TriStar 734-454-1350

FLOORING

Abbey Flooring 734-427-7120

Conventional Carpet 586-739-6090

HVAC

Campbell, Inc. 734-769-1190

W. J. O'Neil 734-458-2300

Robertson-Morrison 734-662-3141

De-Cal, Inc. 313-962-1290

PAINTING

Perkins Painting 248-238-0440

Greg's Professional Painting 248-347-2012

PLUMBING

Christian Brothers 586-755-7490

Dan Allor Plumbing/Heating 248-437-5705

S. E. Kalchik Mechanical 248-449-5070

*Consult with Twelve Oaks Management for final tie-in work.

**** REQUIRED CONTRACTORS ****

AIR BALANCING

Enviro-Aire 586-779-6200

International Test/Balance 248-559-5864

Aerodynamics Inspection 313-584-7450

Barmatic Inspecting Co. 313-381-6600

DUMPSTERS

UPCO Waste Services 800-922-8726

info@upcowasteservice.com

FIRE ALARM SYSTEM

Detroit Fire Company 313-881-5400

ROOFING

*Schena Roofing 586-949-4777

SECURITY

Allied Universal Services

Frank Benvenuto, Director 248-348-9404

STRUCTURAL ENGINEERS

DESAI/NASR 248-932-2010

TELEPHONE/INTERNET – NEW INSTALLATION

Granite Communications 866-847-5500

WATERPROOFING MEMBRANE

Abbey Flooring/Ed Barann 734-427-7120

*Consult with Twelve Oaks' Management before hiring Roofing Contractor (See Page 39).

TWELVE OAKS

General Manager

Dan Jones

Security Director

Frank Benvenuto

Facilities Director

Mark Newman

Facilities Superintendent

Steve Baranski

Management Office

248-348-9438

Security Dispatch

248-348-9404

CITY OF NOVI - INSPECTORS

Community Development Dept. 248-347-0415

FAX 248-735-5600

Novi Fire Marshal - Kevin Pierce 248-735-5674

TELEPHONES & INTERNET

Access to the Center's telecom closets MUST be coordinated through Granite Communications (1-866-847-5500). The Security Department will not permit access to anyone not on the approved schedule. Tenant is to extend telephone service in conduit from premises to Landlord's designated telephone closet. Landlord's designated contractor is Granite Communications. Typical lead time for Granite Communications to facilitate work for phone lines is 3 to 5 business days; for data/Internet, allow 7 business days.

ANY penetration through walls, ceilings, floors, or roof into a space not within the tenant's lease line MUST BE identified with the space number and fixture type. Example:

A101: Plumbing / Dishwasher

A101: Electric / Cash Wrap

A101: Communications / TV

EVERYTHING is subject to inspection and approval by the Landlord.

Additionally: Any previous penetration in walls, floors, and/or ceiling that will no longer be utilized needs to be properly filled in and patched and any markings that will no longer be used need to be removed or painted over.

TENANT EQUIPMENT IDENTIFICATION

ANY penetration through walls, ceilings, floors, or roof into a space not within the tenant's lease line MUST BE identified with the space number and fixture type. Example:

A101: Plumbing / Dishwasher

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A101: Communications / TV

EVERYTHING is subject to inspection and approval by the Landlord.

Additionally: Any previous penetration in walls, floors, and/or ceiling that will no longer be utilized needs to be properly filled in and patched and any markings that will no longer be used need to be removed or painted over.

All roof equipment (new or reused) shall be labeled on two sides with the Tenant's name and space number using two-inch, white, vinyl letters. **A \$300 fine will be assessed against the General Contractor's construction deposit if the Tenant's equipment is not identified.**

WALK-OFF MATS

A walk-off mat that is a minimum of 3' x 4' is required at each entry of the project. Mats are to be cleaned on a daily basis or replaced periodically throughout the project. A tacky mat or a "clean room mat" is strongly recommended. These can be purchased from Century Supply in Novi (248/349-9122) or from Grainger in Novi, stock #3LY82 (248/474-0300).

WALLS

In accordance with the 2009 Michigan Building Code 703.6 – Marking and Identification: Fire walls, fire barriers, fire partitions, smoke barriers, and smoke partitions or any other wall required to have protected openings or penetrations shall be effectively and permanently

identified with signs, stenciling, or stickers. Such identification WILL BE PROVIDED BY LANDLORD FOR CONTRACTOR'S INSTALLATION and shall:

- Be located in accessible concealed floor, floor-ceiling, or attic spaces;
- Be repeated at intervals not exceeding 30 feet measured horizontally along the wall or partition; and
- Include lettering not less than 0.5 inches in height, incorporating the suggested wording: "FIRE AND/OR SMOKE BARRIER – PROTECT ALL OPENINGS."

Exception: Walls in Group R-2 occupancies that do not have a removable decorative ceiling allowing access to the concealed space.

WASTE DISPOSAL/TRASH

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

Such debris shall be confined to the Tenant's leased premises. Holding or storing trash in exit corridors, adjacent Tenant spaces, loading docks, or other areas will not be permitted. If trash is found in any of these areas, Center personnel will request immediate removal. If the General Contractor fails to comply, Center personnel will remove the trash and a \$500 fee will be deducted from the General Contractor's construction deposit.

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

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

RECYCLING: For clean cardboard only.

GENERAL CENTER REQUIREMENTS

CONDUCT

This is a smoke-free environment.

Conduct of all Contractors involved with Tenant construction is the responsibility of the General Contractor. Rude, disrespectful, or loud behavior will not be tolerated. The General Contractor shall ensure that all requests by Center Security personnel are complied with immediately; disputes can be addressed at a later time.

Absolutely no alcohol, drugs, or weapons are permitted on Center property.

All lunch breaks, coffee breaks, etc. by Contractors shall be confined to the construction site. Any Contractors seen lounging in the Common Area will be asked to move into the construction site or Center restaurants.

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

DELIVERIES

The Facilities Director will designate all delivery routes to the construction site. The General Contractor shall ensure that all project Subcontractors are aware of these routes. Delivery hours must be coordinated with the Facilities Director.

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

Loading docks shall be used only for loading and unloading construction materials. **A \$100 fine per vehicle/per hour will be assessed against the General Contractor's construction deposit for any vehicle parked in the loading dock area longer 20 minutes. Additionally, the vehicle may be ticketed and/or towed at the General Contractor's expense.**

Deliveries to the Tenant space shall be made through the service corridors to the rear door of the space (where possible), using the designated receiving route. If Tenant space has no back door, materials, concrete, and store fixtures may be brought through the front door of the Tenant barricade. However, the Common Area floors must be PROTECTED and CLEANED by the Contractor prior to 9:00 a.m. each day. Only when authorized by the Facilities Director will deliveries be permitted through the Center Common Area after 9:00 p.m. or before 9:30 a.m.

Delivery carts used in the Center shall be equipped with soft rubber tires. **Carts with steel wheels are not permitted.** Cost of floor repairs for damage caused by deliveries will be deducted from the General Contractor's construction deposit.

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

Customer entrances to the Center shall not be used for material deliveries. Special conditions may warrant use of these entrances. Prior authorization from the Facilities Director is required before delivery. **A \$500 fine will be assessed against the General Contractor's construction deposit for unauthorized deliveries through the customer entrances.**

The General Contractor shall ensure that any dirt, litter, or tire tracks be cleaned by the responsible party. If cleanup is not performed within a reasonable time, Center maintenance personnel will perform the work and the cost will be deducted from the General Contractor's construction deposit.

INSPECTIONS

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

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

SECURITY

Access to barricades, roof hatches, *telecom rooms, electric closets, etc., shall be coordinated through the Center's Security Department. The Facilities Director will give authorization for entry.

The General Contractor is responsible for securing the construction site at all times. Tools and construction materials must be stored in the Tenant space at all times and are not allowed to be stored in the Center or service areas at any time. The Center will not be responsible for any items lost or stolen.

*Telecom room access **MUST** be coordinated through Granite Communications (1-866-847-5500). The Center's Security Department will deny access to anyone not on the approved schedule.

The Center's normal hours of operation are 10:00 a.m. to 9:00 p.m. Monday through Saturday and 11:00 a.m. to 6:00 p.m. on Sundays. Any access outside of normal hours shall be coordinated through Security and authorized by the Facilities Director. Construction work is permitted 24 hours a day provided there are no disruptions to the Center's (or adjacent Tenant's) mode of daily operation of the building. Building doors are locked after hours; Contractors will not be permitted to enter and/or exit repeatedly throughout the night. We strongly suggest that the Contractor enter an agreement with our Security Department to allow regular access in and out of the building.

Twelve Oaks adheres to strict security measures to secure the property during both business and non-business hours. If the Contractor is performing demolition or construction work that requires doors to be open that would otherwise be locked, the

Contractor is required to post additional security personnel in the door area. The Contractor is required to use Allied Universal Services personnel and should contact them at the number listed on the Subcontractor List, included herewith. Additional security personnel may also be required to access adjacent Merchant spaces, secure mall Common Areas, roof, or other areas determined to be sensitive by the Facilities Director.

PROJECT COMPLETION

STOCKING/MERCHANDISING

Merchandise is not permitted in the space until a Stocking Permit or a Certificate of Occupancy has been issued by the City of Novi Building Department. If merchandise has arrived before the space is completed, the General Contractor must obtain written permission from the City of Novi Building Department to move merchandise into the leased premises.

The Landlord cannot be responsible for Tenant's merchandise. Merchandise may not be stored outside the confines of the leased premises. Storage on site at the Center is not available.

Debris associated with merchandising must be discarded in a dumpster provided by the General Contractor. Only clean cardboard can be placed in Center's recycling compactor. All other trash MUST be placed in Contractor's open-top dumpster.

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

The Center's normal hours of operation are 10:00 a.m. to 9:00 p.m. Monday through Saturday and 11:00 a.m. to 6:00 p.m. on Sunday. If merchandising is performed outside of these hours, the Store Manager must notify the Center's Security Department.

STORE OPENING INSPECTION

Before removal of the storefront barricade, the Facilities Director will inspect the leased premises. A copy of the completed Building Permit and/or the Certificate of Occupancy shall be presented to the Management Office before an inspection can be scheduled.

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

The General Contractor's construction deposit will not be processed for return until all required paperwork is received. Allow a minimum of 30 days for processing and refund of construction deposits.

TWELVE OAKS GENERAL INFORMATION

Building Heights:

First to Second Floor: 16'-0" Clear height to underside of structure: +/- 15'-0"
Second Floor to Roof Deck: 17'-0" Clear height to underside of structure: +/- 16'0"
Allowable Ceiling Height: 12'-0"

Construction Type: 2C Unprotected / Fully Sprinklered

Demising Wall Construction: One layer 5/8" gypsum board (tenant side only) on 4-inch metal studs @ 16 inches O.C. (20 gauge).
One layer 1/2-inch fire-retardant, treated plywood 4'-0" high to be installed inside of vestibule recess to match Landlord's corridor wall finish.

Fire Protection:

"A" "B" "C" "D" Buildings: Pipe schedule design. Must use Schedule 40 pipe. Thin wall pipe not allowed.
"E" Building: Hydraulically calculated fire protection system.
A sprinkler shutdown fee of \$700 is required for each shutdown. Submit drawings for review to Landlord's designated insurance underwriter. The City of Novi requires each Tenant to install separate isolation valves with tamper switch.

Floor Construction:

First Floor: 4-inch concrete slab over vapor barrier on compacted fill
Second Floor: Pre-cast concrete panels with 2-inch topping

Mall Common Area Tile: \$50 per square foot (\$200 per 2-foot x 2-foot tile)

HVAC:

VAC conditioned air supply stubbed to a location within (or in close proximity) to Tenant's premises.
VAV boxes will be provided by the Tenant in accordance with the Landlord approved construction documents in "E" Building only (for new, unfinished spaces – as of October 2008).
Lower Level: Return air is through storefronts.
Upper Level: Return air is through a ceiling plenum. Open ceilings must have ducted returns across premises.
Maximum CFM for Tenants on Lower Level: 1.10 CFM/SF
Maximum CFM for Tenants on Upper Level: 1.28 CFM/SF
Lighting: 6.0 Watts/SF
Occupancy: One person/75 SF
All Tenant HVAC equipment, make-up air systems, exhaust fans, etc. that will be located on the roof must be installed on structural steel support rails or curbs on spring isolators located above the roof in locations determined by Landlord. All components are to be labeled with 2-inch white vinyl lettering with Tenant name and space number.

Insurance Requirements: TVO Mall Owner LLC and The Taubman Company LLC must be listed as Additional Insureds. Insurance must be primary and non-contributory. Please refer to page 5 and the sample Certificate of Insurance (page 6).

Natural Gas:

Gas utility company meter manifold locations as determined by Landlord.

Plumbing:

3/4-inch cold water stub located above the premises in a location determined by Landlord for Tenants on the first or second floors. Location of larger sized stubs must be verified in the field at Tenant's expense.
4-inch sanitary sewer and plumbing vent stubbed to a location determined by Landlord.

Roofing Contractor (Designated by Landlord):

All Buildings ("A" "B" "C" "D" "E"): Schena Roofing: 586-949-4777

Security (Construction) Deposit:

Submit a \$3,000 deposit check made payable to TVO Mall Owner LLC.

Service Corridor Vestibule:

Required. Stainless Steel corner guards 48" x 4" x 4" with 2" x 4" wood bases (Maple or Poplar) are required at both returns into the vestibule.

Smoke Detectors:

Not required. Smoke control occurs in the Common Areas only.

Telephone/Internet:

Tenant is to coordinate all phone and Internet installations through Granite Communications (1-866-847-5500). No provider will be granted access without pre-approved scheduling. Typical lead time for Granite Communications to facilitate this work is 3 to 5 business days for phone service and 7 business days for data/Internet service.

Utility Services/Points of Connection:

Electrical:

Service available to premises: 480/277 Volt, 3-Phase, 4 wire, 60 Hertz (at Tenant's expense)

Watt Density:

Retail Tenants:	15.0 Watts/SF (Maximum including HVAC)
Food Court Tenants:	50.0 Watts/SF
Other Food Service Tenants:	40.0 Watts/SF

All Tenant electrical service to connect to electrical service equipment in the nearest designated electrical distribution room. Electrical Contractor for final tie-in work to be designated by Landlord.

Waste Hauler (Designated by Landlord):

UPCO Waste Services: 800-922-8726

info@upcowasteservice.com

Waterproof Membrane Contractor (Designated by Landlord):

Abbey Flooring 734-427-7120

*** Mall Address:**

Twelve Oaks Mall
Management Office
27500 Novi Road
Novi, MI 48377
248/348-9438
Fax: N/A

*** Note: Every store at Twelve Oaks has a street address assigned by the Walled Lake Post Office. The above address is strictly for the Management Office. Should you require the street address for any tenant space, please check with Twelve Oaks Management.**

TWELVE OAKS

MANAGEMENT OFFICE
27500 NOVI ROAD, NOVI MI 48377
248/348-9438
FAX: N/A

LANDLORD APPROVED CONSTRUCTION DRAWINGS, RULES & REGULATIONS, FEES and FINES

ACCEPTANCE FORM

I hereby accept receipt of the Landlord Approved Construction Drawings, Tenant Construction Rules & Regulations, and Contractors' Fees and Fines from the Facilities Director (or designated representative), Twelve Oaks Mall, for the construction of:

_____ **Space #:** _____
Name of Store

A complete copy of the Landlord Approved Construction Drawings and Rules & Regulations will remain on site at all times during construction.

_____ **Date:** _____
Signature

Printed Name

Company and Title

TWELVE OAKS

MANAGEMENT OFFICE
27500 NOVI ROAD, NOVI MI 48377
248/348-9438
FAX: N/A

TENANT MATERIALS USE AGREEMENT

Date: _____

_____ Space #: _____
Name of Store

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 Material Safety Data Sheet (MSDS), a Manufacturer's Certification of Product, or by laboratory results. I also agree to immediately notify the Center Management and Security Department in the event that asbestos-containing materials are identified. I agree to maintain/dispose of these materials in compliance with all applicable State and Federal Regulations.

Company Name

Contractor Signature

Contractor Name (Printed)

Acknowledged by:

Representative of Twelve Oaks

TWELVE OAKS

MANAGEMENT OFFICE
27500 NOVI ROAD, NOVI MI 48377
248/348-9438
FAX: N/A

TENANT CONSTRUCTION DEPOSIT and FEES RECEIPT

Date: _____

_____, the General Contractor for

Name of Store Space #: _____

has submitted Check No. _____ in the amount of _____
as a **Construction Deposit**, which is refundable provided that:

- a) No damage to the property of Twelve Oaks Mall can be attributed to these construction operations; and
- b) All necessary paperwork is provided within thirty (30) days of store opening date.

has submitted Check No. _____ in the amount of (\$1,300 for storefronts up to 25 feet) or (\$1,800 for storefronts over 25 feet) as a **NONREFUNDABLE** payment for **Facilities Fee**.

has submitted Check No. _____ in the amount of _____
as a **NONREFUNDABLE** (\$700) payment of _____ **Fire Protection Shutdown(s)**.

Received by: _____

Title: _____

LCD/TTC – MRI: _____

VERIFIED BY: _____

TWELVE OAKS

MANAGEMENT OFFICE
27500 NOVI ROAD, NOVI MI 48377
248/348-9438
FAX: N/A

PREMISES ACCEPTANCE FORM

_____ Space #: _____ Sq. Ft.: _____
Tenant Space

I hereby certify that I have inspected the above referenced tenant space in the presence of the Facilities Director or designated representative. In particular, I have inspected the neutral pier(s), Center flooring, barricade, lease-line soffit, and rear service corridor along the path of demolition and found them to be in good condition except as noted below. Furthermore, I agree to repair or reimburse Twelve Oaks Mall for any and all damage(s) caused by tradesmen and/or other personnel under my supervision.

NOTED EXCEPTIONS:

Barricade: _____

Flooring: _____

Lease-Line Tile: _____

Mall Soffit: _____

Neutral Piers: _____

Overhead Doors: _____

Service Corridor: _____
(Adjacent to rear door)

Other: _____

Signature: _____

Company: _____ **Date:** _____

Acknowledged by:

Representative of Twelve Oaks

TWELVE OAKS

MANAGEMENT OFFICE
27500 NOVI ROAD, NOVI MI 48377
248/348-9438
FAX: N/A

CONSTRUCTION INFORMATION FORM

_____ Date: _____
Store Name

Space #: _____ Address: _____ Sq. Ft.: _____ Verified By: _____

GENERAL CONTRACTOR

Telephone: _____
Fax: _____
E-Mail Address: _____

SUPERINTENDENT

Job Telephone: _____
Cell Phone: _____
E-Mail Address: _____

PROJECT MANAGER

Cell Phone: _____
E-Mail Address: _____

CONSTRUCTION START DATE: _____

PROJECTED OPENING DATE: _____

STORE ACCESS: _____

DELIVERY ACCESS: _____

DUMPSTER LOCATION: _____

SPECIAL INSTRUCTIONS or NOTES:

TWELVE OAKS MALL, NOVI MICHIGAN
 BID PACKAGE #3
 RECORD SET
 02-25-08

Note: All message schedules and text placement to be approved with architect and mall management prior to fabrication.

- LOADING DOCK SIGN [D41-D46]
- ORANGE PARKING AREA [O1-O15]
- GREEN PARKING AREA [G16-G27]
- GOLD PARKING AREA [Y28-Y41]
- BLUE PARKING AREA [B42-B53]





