



THE **M A L L** AT

UNIVERSITY TOWN CENTER

TENANT CONSTRUCTION

RULES & REGULATIONS

CONSTRUCTION RULES AND REGULATIONS

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CONSTRUCTION PREREQUISITES

Required Documents:

The following documents shall be assembled by the tenant's general contractor before arranging a Pre-construction meeting with the Facilities Management.

1. Obtain a building permit from Sarasota County.
2. Submit required insurance to the Landlord to include the following:
Comprehensive General Liability:
A blanket policy for the amount not less than \$2,000,000.00 for any one occurrence
Comprehensive Automotive Liability:
Include ownership, maintenance, and operation of any automotive equipment in the amounts indicated as follows:
Bodily Injury (Personal Injury or Death) in the amount of \$2,000,000.00 for each occurrence
Property Damage in the amount of \$2,000,000.00 for each occurrence
Please include the following as additionally insured:
(Note that all names must appear on the Certificate of Insurance)
TB Mall at UTC, LLC
The Taubman Company, LLC
140 University Town Center Dr.
Sarasota, FL 34243
3. Submit required workman's compensation documentation as regulated by your state law, an amount not less \$2,000,000.00 and any additional amounts as required by other applicable statutes.
4. Submit a three thousand-dollar (\$3,000.00) deposit check for Retail Tenants and five thousand-dollar (\$5,000.00) for Restaurant Tenants, made payable to **TB Mall at UTC, LLC**.
5. Drain down fees per occurrence are \$700.00 ea.
6. Use of a crane has a minimum fee of \$600.00
7. Facility fees 0-25ft store front \$1300.00. 25Ft and over store front \$1800.00
8. Barricade fees are determined by length of barricade if needed.
9. One complete set of Landlord approved construction drawings should be reviewed by the general contractor before the pre-construction meeting. A set of approved Landlord drawings shall be posted on the construction site at all times.
10. Submit a list of subcontractors used by the general contractor during the construction process to the Facilities Representative. In addition, the general contractor shall complete the remainder of the form and provide the appropriate dates and construction costs.

When all prerequisite documents are assembled, the general contractor can deliver them to the center's Facilities Director for review. It is requested that the general contractor obtain a copy of the Construction Rules and Regulations and review them prior to the Pre-Construction meeting.

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Pre-construction Meeting:

The Landlord intends 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 outlined at this meeting can save time and money in the long term.

1. A pre-construction meeting between Facilities Management and the general contractor is a scheduled meeting. Arrangements must be made by the contractor to the Facilities Director at garmentrout@taubman.com at least **72 business hours** in advance
 - A. Specific requirements will be discussed during the Pre-Construction Meeting. The general contractor is responsible for ensuring that all sub-contractors involved with construction are fully aware of all information contained in this manual.
 - B. The Landlord approved construction drawings will be reviewed during this time. The general contractor will be made aware of all general and written comments on these drawings. All comments shall be incorporated into the actual store construction. One set of these approved documents must be kept on the job site at all times.
 - C. A copy of the pre-opening punch completion list (SEE ATTACHED) will be provided identifying typical punch list issues that must be corrected before store opening. This document will be used throughout construction to identify deficiencies that must be corrected.
2. Complete the lease line inspection and acceptance forms with Facilities Management.
3. Landlord's "Construction Rules" book will be posted in space at all times
4. Site-specific information (will be provided by Facilities Management).
5. Contractor shall provide a full-time superintendent to be on the job site throughout all phases of the construction of the tenant's premise.

General Rules:

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

1. Construction shall comply in all respects with applicable Federal, State, County and/or Municipal Statutes, Ordinances, Regulations, Laws, and Codes.
 2. Tenants, Tenant Contractors, and their employees are expected to act in accordance with any and all regulations established by Center Management.
 3. All Tenant Contractors will enter through designated Service Areas (coordinate with Facilities Management)
 4. Workers are not allowed to carry tools, construction material or other equipment through the **Common Mall Concourse** unless authorized by Facilities Management.
 5. **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 representatives violate the rules and policies contained in this manual.
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CONSTRUCTION RULES AND REGULATIONS

Waste Removal/Trash

1. 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.
2. Debris shall be confined to the Tenant's leased premises. Holding or storing trash in exit corridors, adjacent to Tenant spaces, service areas, or other areas will not be permitted. Trash found in these areas shall be immediately removed as requested by Mall Management. If the general contractor fails to comply, Facilities Management will remove the trash. The cost for removal will be deducted from the general contractor's construction deposit.
3. The general contractor shall coordinate the use of trash dumpsters with Facilities Management. Cost, location, time schedules, etc. shall be fully understood by the general contractor, who is responsible for policing and cleaning the dumpster area.
4. The general contractor must coordinate the order, delivery, and payment of open top dumpster.

Tools

1. **ALL WHEELED USED VEHICLES used in common mall area MUST HAVE NON MARKING RUBBER PNEUMATIC TIRES.**
2. No wheelbarrows or wheeled vehicles are permitted within the common area without prior authorization from the Facilities Director.
3. Tools and construction materials must not be transported through the common area of the Mall unless approved by Facilities Management.
4. Tools and construction materials must be stored in the tenant's space at all times and are not allowed to be stored in the Center or Service Areas at any time. If additional storage space is needed, please contact the Facilities Director for available options.
5. **The use of gas and propane equipment is not permitted at any time.**

Personnel Demeanor

1. Construction workers, Tenants, and tenant contractors are expected to act in accordance with any and all regulations established by Center Management.
2. Abuse, disrespect, or insulting action toward guests, tenants, fellow workers or Center personnel will not be tolerated.
3. 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.
4. **This is a smoke-free environment. No smoking will be permitted within the center. Smoking is allowed in your vehicle or at the services courts only.**
5. All work shall be done within the confines of the Tenant's barricaded space. **No work will take place in the common areas of the center.**

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Premises Acceptance Walk-Through

1. Utility Tie-in Locations
 - a. Sanitary sewer stub and grease kitchen waste stub (if applicable).
 - b. Grease kitchen exhaust duct stub (if applicable).
 - c. Plumbing vent stub.
 - d. Domestic cold water stub.
 - e. Fire protection sprinkler system main.
 - f. Fire alarm junction box.
 - g. Central gas utility company metering manifolds.
 - h. Central electric utility company distribution centers (277/480 Volt, 3 phase, 4 wire)
 - i. Central telephone company distribution boards.
 - j. VAV Air Duct Stub.
 - k. Toilet exhaust.
 - m. Central Grease Interceptor Facility (if applicable).
2. Lease Line
3. Existing Conditions
 - A. Mall Soffit
 - B. Lease Line Flooring and Adjacent Finishes
 - C. Neutral Piers (Reveals)
 - D. Service Corridor, Service Area, Dumpster Location
4. Designated Loading Areas and Routing of Material Deliveries, including offsite parking and staging area to be designated by Facilities Management
5. Project specific meters and devices, by Tenant.
 - A. Water Meter –
 - B. Electric Meter
6. Metal Corner Guards – required at the back of house corridor vestibules.
7. Premises Acceptance Form (**See Tenant Pre-con Packet**):

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

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CONSTRUCTION

Barricades

1. Tenants conducting construction shall provide a temporary barricade. The temporary Barricade will be constructed from metal studs, and 5/8" fire rated gypsum board, finished to the soffit, flush to storefront, 1 x 4" baseboard and finished to a level 5, painted flat black. Tenants may also use Boston Barricade at tenant's expense. Barricade must be built to landlord specifications. Smooth front and graphics required.
2. The Tenant Contractor may move the barricade out three feet from the lease line for work on the storefront. This shall be accomplished in a stable and professional manner and under the supervision of Facilities Management. The barricade must remain rigid, squared, and plumb throughout store construction.
3. Contractor shall cover the top of the barricade. If it becomes necessary for Center personnel to clean the area in front of the store during construction because of construction debris or dirt, the Contractor will be charged the applicable billable rate for the time and material expended on the cleanup.
4. The exposed mall flooring shall be covered by exterior grade materials to prevent damage to it.
5. If there is no adjacent corridor or service door to be installed, the Contractor may install a door in the barricade. This door shall be equipped with a device to ensure the door remains in a closed position at all times. This will prevent unauthorized personnel from entering the site and help contain dust within the space.
6. If space has a service corridor door, the door must remain closed and locked at all times.
7. No signage is allowed on the barricade except that which is installed or approved by the Landlord.
8. The Tenant General Contractor will be responsible for disassembly and removal of the barricade as directed by Facilities Management.
9. Upon completion of the job and following removal of the barricade, it is the Contractor's responsibility, if required, to patch and paint the soffit above the Tenant's space. (For material and paint specifications-coordinate with Facility Management)

Demolition (if applicable)

1. Demolition shall not interfere with the daily operation of adjacent Tenants, Office or center common areas. Be aware of work that may cause excessive vibrations, which can cause damage to adjacent tenant spaces and/or surrounding areas.
2. Remove all existing electrical, mechanical, plumbing and other utilities and equipment to the source. Do not abandon any unused equipment.

Noise & Odors

1. If excessive noise or odors are identified by the Facilities Management, the general contractor will cease such operations immediately.
2. Any work that will cause any disruptions to adjoining tenants and the common area should be scheduled for after center hours.

Working Hours

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1. Contractor shall coordinate with Facilities Management for all activities after 9 pm Mon-Sat and 6 pm on Sunday. At no time should parties be on site during these times without the prior knowledge of Facilities Management.

Concrete

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

1. Routes into the mall from concrete truck shall be as designated by Facilities Management.
2. All concrete pours shall be scheduled with the Facilities Management a minimum of 48 hours in advance.
3. The layout of any "new" tenant spaces on grade shall be performed in accordance with the Landlord's Space Layout. The concrete slab must be made ready to fully accept the bottom track of the demising wall.
4. Concrete trucks must be located outside of the curb around the perimeter of the building or at the designated loading dock. No trucks will be allowed on the sidewalks or curbs (coordinate with Facilities Management)
5. All Concrete Contractors shall put down visqueen and plywood along the route the concrete is carted/pumped through the Center to the Tenant's premises. This shall include the area around and directly below the truck.
6. When pumping concrete to the site, provide wood blocking below the coupling flanges. The flanges shall not rest on the deck or existing concrete slab.
7. Concrete trucks are forbidden to wash out or dump any unused concrete on any portion of the Center property (coordinate with Facilities Management).

Demising Walls

1. At Tenant's expense, the Landlord will install metal studs, 16" o.c., floor to the 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. Finished demising walls shall be installed in such a manner that the resulting partition will provide a fire-rated enclosure to the roof or floor structure above.
2. The demising wall will be located per dimensions indicated on the Landlord's Space Layout drawing. Any dimensional inconsistencies between the Space Layout drawing and the Landlord approved construction drawings should be brought to the immediate attention of Facilities Management.
3. Demising walls do not possess any structural value. The general contractor shall provide structural reinforcement if Tenant's construction is to be attached to or supported from the demising wall. Structural drawings must be approved by the Landlord's structural engineer.
4. The general contractor shall schedule "new" demising wall installation with Facilities Management. Floor conditions must be level and structurally sound to accept the bottom metal track.
5. Standards may not be recessed into any fire-rated demising walls. A second layer of drywall must be used to conceal the standards.
6. Landlord will provide neutral pier reveals for the Tenant to install at the storefront. The general contractor shall repair any damage to the neutral pier reveal (or soffit) caused by demolition or construction.

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7. An expansion joint shall be incorporated into walls if an expansion joint exists within the space. Since demising walls are fire rated, the general contractor shall verify code requirements with the local building department. Landlord approval is required for the aesthetic treatment of any expansion joint details.

Service Doors/Rear Exit (if applicable) All work by tenant General Contractor.

1. Rear service/exit doors and frames shall be commercial grade, "B" label construction with a minimum size of 3' X 7'. All doors shall be equipped with a door closer located on the tenant (interior) side of the door. All exit doors shall have appropriate fire exiting hardware. Verify code requirements with the governing agency.
2. After installation of Service/Exit door, Tenant shall restore service corridor to original condition.
3. Service/Exit door shall be finished painted a color specified by Landlord and labeled by the Landlord with store name as specified by Facilities Management.
4. A doorbell must be installed at service corridor doors to alert Store Personnel of deliveries.
5. A recessed vestibule is required at all internal service corridors. This vestibule is considered to be part of the service corridor assembly and must be constructed in compliance with the applicable codes. A sprinkler head is required in the vestibule.
6. 4' high metal corner guards are required at both returns into the vestibule. Vestibule walls shall be restored to the original fire-rated condition.

Electrical

The general contractor shall ensure that the electrical contractor is aware of and complies with all Landlord comments on the Landlord approved construction drawings.

1. Included in the acceptance of the Tenant's premises will be conduits for Power and Data back to the Electrical and Telephone closets that will service the Leased Premises. Upon mounting and terminating the Tenant equipment within the leased premises and completing the conduit run, Tenant shall furnish and install, under the supervision of Landlord Subcontractor, conductors of sufficient length and capacity for Tenant's requirements to the Landlord furnished secondary equipment for terminations by the Landlord Subcontractor at Tenant's expense. Circuit Breaker for Tenant service shall be furnished by Tenant and turned over to Landlord Subcontractor for installation at Tenant's expense. The type and size of the electrical service will be as specified on the Landlord's approved construction drawings. Facilities Management will designate required labeling.
2. **All wiring shall be in conduit (rigid or EMT). Flexible conduit may not be used for extended runs or in lieu of conduit in partitions. Flexible conduit may be used in lengths not to exceed 6' for finish connections only. This includes all low voltage wires.**
3. Temporary power will be available from a source designated by Facilities Management. Any temporary electrical wiring located outside the leased premises shall be placed in a metal casing. All temporary wiring used during construction (e.g., phone, power, service, etc.) shall be in conduit and removed before project completion.
4. All circuit panels must be balanced. Balancing will be verified by Facilities Management and Electrical Contractor.
5. Access to the electrical room will be provided by Facilities Management or Center Security.

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Floor / Deck

All penetrations through any concrete floor slabs must be coordinated with Facilities Management. Core drilling, saw cutting, jackhammering, bush 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 equipment or any other obstructions.

1. All toilet room floors where adjacent to demising walls are to be waterproofed with an elastomeric membrane. Waterproofing must extend a minimum of 4" up all wall surfaces. Waterproofing Membrane product data must be approved by Facilities Management. Tenant General Contractor must perform a flood test of all Waterproofing Membrane installed witnessed by Facilities Management.
2. All kitchens, food preparation and serving areas must have a waterproof membrane. Waterproofing Membrane product data must be approved by Facilities Management. Tenant General Contractor must perform a flood test of all Waterproofing Membrane installed witnessed by Facilities Management.
3. Floor drains are required in all toilet room and kitchen areas. The floor shall be sloped to the drain to ensure proper drainage. All floor penetrations in food service/preparation areas and toilet rooms shall have Watertight sleeves extending a minimum of 4" above the finish floor.
4. Transitions between dissimilar floor materials shall be smooth and flush. The use of transition or reducer strips is not permitted.
5. The general contractor shall field verify the existence of expansion joints within the space. Some floor slabs are fire-rated. Verify that expansion joints meet all code requirements. Landlord approval is required for aesthetic treatment of this joint.
6. Mall flooring may be available for repairs to match existing mall flooring at the storefront. Such flooring shall be available with the approval of the Facilities Director. The General Contractor will reimburse UTC the applicable charge for any replacement flooring required. This is for replacing existing flooring or extending beyond lease line.
7. Anti-Fracture Membrane - Floor Isolation: It is recommended to install an Anti-Fracture Membrane at the column lines, transitions between the structural slab/geo-foam supported slabs and any shrinkage cracks that are evident. Depending on the condition and exposure of the area it may be beneficial to treat an entire area.

Ceilings

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

1. Maintain access to all Tenant and Center equipment above the ceiling per all codes and maintenance requirements. Coordinate access panel locations with Facilities Management, the building inspector, and Landlord approved construction drawings.
2. The maximum ceiling clearance will be designated on the Landlord's space layout. If Tenant desires ceiling elevations higher than those permitted, relocation of plumbing, electrical, mechanical, fire protection, etc. will be at Tenant's expense. Use of Center's subcontractors will be required.
3. An expansion joint must be incorporated into the ceiling construction if present within the space. The general contractor shall verify code requirements with the governing agency. Landlord approval is required for aesthetic treatment of this joint.
4. Do not remove or relocate any existing support hangers.

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Gas (if applicable)

A gas manifold has been provided. Facilities Management shall direct the general contractor on the routing, type of support, etc., for this piping.

1. Locations of gas manifolds (See Base Building Drawings and verify in the field).
2. No exposed pipes shall be permitted in service areas.
3. Enclosure requirements should be verified with the local government agency. Vented shafts, chases, etc., may be required along the route.

Hazardous Materials

1. The identification, handling, and disposal of hazardous materials, as determined by federal, state, county, and/or city statutes, ordinances, regulations, laws and codes, are the responsibilities of the general contractor.
2. Facilities Management will request Manufacturer Safety Data Sheets (MSDS) on certain materials, especially floor tile and adhesives (mastic). The general contractor shall ensure that all materials used in the store construction are identifiable, the MSDS's are already available (on the job site), and the applicable MSDS sheets are provided to Facilities Management.
3. All materials used in construction shall be "ASBESTOS FREE". Materials listed as "non-asbestos" are unacceptable and shall not be used for construction.

HVAC

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

Heating, Ventilating, and Air Conditioning:

1. Tenants designated to receive Supply Air from the Landlord's Central VAV system.
 - i) The leased premises are served from the Landlord's Central VAV system, which will deliver supply air at an average temperature of 55 degrees (+/- 2 deg.), during regular Shopping Center business hours, through medium velocity Tenant Supply Air (TS) duct mains from designated Landlord rooftop air handling units. Level 1 Tenant's will be allowed 0.90 CFM/square foot, and Level 2 Tenant's will be allowed 0.95 CFM/square foot.
 - ii) Each Leased space shall be provided with a minimum of one (1) 16" diameter Tenant Supply duct tap, with larger Tenant spaces being provided with multiple duct taps of varying quantities, depending on the size of the space. Any unused Tenant VAV duct taps shall be capped and sealed airtight. Air may not blow freely from any tap unless a VAV unit is attached.
 - iii) The Tenant's GC will furnish (at tenant's expense) each Tenant with project standard Variable Air Volume (VAV) Terminal Unit(s) and terminal unit temperature sensor(s) for installation by the Tenant's contractor. Each VAV Terminal Unit shall include DDC Controller compatible with the Landlords (BAS) Building Automation System.
 - iv) An insulated metal spiral duct (minimum of 3-4 feet of straight duct) will connect the VAV terminal unit to the 16" diameter TS duct tap. The Tenant contractor shall ensure that this duct is not installed with any dips, bends, or turns, as any "kinks" may cause the VAV unit to become inoperative, or drastically impair the efficiency of the unit.

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- v) The Tenant shall design and install a standard low-velocity air distribution system for the leased premises from the VAV Terminal Unit(s), which will operate via the DDC controls provided, and shall be tied into the Landlord's BAS system for monitoring operation of the VAV(s).
 - vi) Each Leased space will be provided with a minimum of one (1) BAS junction box (colored orange), that is part of the Landlord's VAV Terminal Unit BAS communications loop (orange conduit). One junction box is provided for VAV duct tap and shall be in close proximity to the Landlord's VAV system duct main.
 - vii) The Tenant contractor shall install conduits from the VAV Controller to the orange/red J-box and the temperature sensor for each VAV unit. This will include both the communication wire between the VAV controller and the orange J-box and the temperature sensor wire from the sensor to the VAV controller.
 - viii) The Landlord's BAS contractor (at tenant's expense) will make **all final wiring terminations** at both the VAV Controller and the BAS orange J-box, all at the Tenant's expense. **The Tenant and its contractor, are at no time to make any of these BAS communication wiring connections.**
 - ix) The Landlord has provided a toilet exhaust (TE) air round duct main routed through, or into the Tenant space, with a minimum 6" diameter duct. The Tenant will make a connection for their exhaust fan to this Landlord TE duct by an acceptable industry standard method, and seal the connection airtight. Any unnecessary damage to the Landlord's TE duct will be repaired by the Landlord's HVAC contractor at the Tenant's expense.
 - x) The Tenant shall provide exhaust fans to satisfy exhaust requirements for toilet rooms or odors generated within the premises. Exhaust fans shall be located within the leased premises. Exhaust air discharge shall be restricted to connect to the toilet exhaust (TE) ducts provided by Landlord.
 - xi) Ductwork in Tenant's public areas shall be concealed. Standards of construction shall be in accordance with Latest ASHRAE and SMACNA Guides.
2. If Applicable - Placement of any mechanical equipment on the roof shall be scheduled with Facilities Management.
The design loads of the roof typically do not support loads greater than 25 PSF. Plywood laid across the roof with a "moon buggy" supporting the unit is a minimum. Loads greater than 200 pounds will require a crane and/or helicopter.
 3. If Applicable - HVAC equipment that produces a discharge or requires a drain shall be tied into the building's drainage system. Roof equipment cannot drain onto the roof as this eventually causes damage. Restaurants have condensate drain taps located within the second-floor ceiling area. Tenant shall extend tap thru the roof and provide roof sump w/ dome strainer to receive Tenant equipment condensate drain. Tenant shall repair the roof with Mall Roofing Subcontractor. Tie-in requirements shall be coordinated through Facilities Management.
 4. If Applicable - All roof equipment shall be painted. Each piece of equipment will be labeled with store name and space number on two sides each facing the roof hatch and high monitor roof. Two inch, black vinyl letters will be used (coordinate with Facilities Management)
 5. All equipment shall be contained within Tenant's premises unless coordinated with Facilities Management.
 6. All process exhausts, hood exhausts, equipment vents, and other contaminated exhausts when permitted by Landlord shall discharge vertically to the atmosphere, 20' minimum, horizontally away from any fresh air intakes, properly dispersing odors or fumes away from the site. A duct extending higher than the tallest air intake may be required if the 20' distance cannot be achieved. This may also be true for longer distances as each location is field coordinated.
 7. All supply and fresh-air ductwork shall be insulated, and all ductwork on all levels shall be installed in concealed space above ceilings. All air supplied to Tenant's area by its equipment shall not migrate to the public mall or adjacent spaces.
 8. Standards of design and construction shall be in accordance with latest ASHRAE and SMACNA Guides.
 9. Provide clear access to all equipment in ceiling space.

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10. The contractor will provide access panels to all Landlord's equipment and shut off valves.
11. When the system is ready for start-up, Tenant Coordination shall be notified at least **24 hours** in advance, allowing time to schedule an operational inspection. The system shall be 100% operational before store opening.
12. An air-balance of the system must be performed by an independent temperature controls contractor as required by Facilities Management, with a certified air-balance report submitted to the Facilities Director before the store opens. The general contractor's deposits will not be processed for return until this report is received.

Plumbing

The general contractor shall verify that the plumbing contractor is aware of and complies with all Landlord comments on the Landlord's approved construction drawings.

1. Plumbing fixtures and accessories shall be of commercial quality and shall be of a water-conserving type as follows:
 - i) Water closets shall be limited to a maximum flow rate of 1.28 GPF.
 - ii) Urinals shall be limited to a maximum flow rate of 0.125 GPF.
 - iii) Lavatories shall be limited to a maximum flow rate of 0.5 GPM
2. Water heaters shall be electric, except Food and Beverage Service Tenants where gas units may be permitted, if gas is available, and the Tenant has direct access to the roof for gas flue discharge.
3. Floor drains (4") shall be provided in toilet rooms and kitchens, and/or other rooms with water supply.
4. Provide heat tracing on all pipe subject to freezing
5. Provide water hammer arrestor behind an access panel in Tenant restrooms
6. Food and Beverage Service Tenants shall further provide:
 - i) Cast-iron grease traps within the leased premises.
 - ii) Gas service, if required by Tenant, including meter and branch line extension from the project manifold designated by Landlord to leased premises. The landlord has provided future gas lines from Service Court Gas Manifolds to designated locations within the building for use and extension by food and beverage tenants.
7. Facilities Management will designate sanitary, domestic water and other utility lines to be used. These utility lines may exist outside the leased premises.
8. Work requiring access into adjoining Tenant spaces shall be negotiated by the general contractor through Facilities Management with the appropriate store manager and/or owner. Any damage caused by this work shall be corrected by the general contractor at his expense.
9. Ensure that all Landlord sanitary clean outs are **exposed and remain accessible**. Since many trades can affect this requirement, the general contractor shall ensure that all subcontractors are aware of any existing clean outs. Coordinate locations with Facilities Management after demolition.
10. The Tenant Plumbing Contractor shall install a **domestic water meter** in the Tenant space that reads in gallons. Such meter shall be located no more *than 5 ft. above* the floor and have shut-off valves. Meter and valves are to be accessible at all times. The meter shall be connected, via conduit and control wiring, to the Tenant's VAV Terminal Unit controller for interfacing into the Landlord's BAS system. The conduit and wiring shall be installed by the Tenant's contractor, with final wiring terminations at the VAV Controller being provided by the Landlord's BAS contractor at the Tenant's expense.
11. All supply water lines, exposed or concealed, shall be insulated. Ensure that this insulation material is plenum rated.

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12. The general contractor shall ensure that the plumbing contractor does not leave any uncapped or open sanitary or vent lines, etc. Unnecessary clean-up can be costly and offensive.
13. Floor drains must be installed in all restroom floors.
14. All core drilling must be done before 9:00 AM or after 9:30 PM, so as not to interfere with the normal operation of the center (coordinate with Facilities Management).
15. Copper, steel, or cast iron or any other code-complying metal shall be used for all piping. Use of plastic (PVC) pipe is **prohibited** above ground within the building. PVC may only be used below the ground on Level 1.
16. When construction is completed, all sanitary lines shall be "routed out". Written notification, indicating date and time shall be provided to Facilities management before barricade is removed (FORM PROVIDED).

Roof Deck

The general contractor shall coordinate any roof penetrations with Facilities Management. The General Contractor must use the center's roofing contractor for all roof modifications at the Tenant General Contractor's Expense. The general contractor shall ensure that all applicable subcontractors (i.e., HVAC, mechanical, electric, etc.) are aware of the roof requirements.

Smoke Detectors (if applicable)

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

Sprinkler System

The general contractor shall ensure the fire protection contractor is aware of and complies with all comments on the Landlord approved construction drawings.

1. The general contractor shall ensure that the fire protection subcontractor submits drawings to the Landlord's insurance underwriter (**See General Information Sheet**) Approval must be obtained before Tenant opening.
 - a. ***All plans must be approved before the tenant's opening.***
2. The sprinkler system is monitored by the local fire department, center security, and various alarm companies. Contractors must not tamper with these systems.
3. The general contractor shall contact Facilities Management not less than 72 hours in advance to schedule a sprinkler system drain down to tie-in the Tenant system. For information on sprinkler drain down fees and any special requirements (**See General Information Sheet**).
4. Sprinkler systems will not be drained on weekends, holidays, nights or when the center is open to the public. **Systems drainage hours are to be verified with facilities management.** Sprinkler systems must be charged and reported back in service no later than 9:30 a.m. earlier drain downs can be arranged.
5. Before a shut down for final connection can occur, the system shall be hydrostatically tested and made ready for "tie-in". The general contractor shall schedule a date and time for the system shut down, which shall be scheduled

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a minimum of 48 hours in advance with Facilities Management. A copy of the approved hydrostatic test will be given to Facilities Management before connection to the sprinkler main.

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

Storefront/Counter Front

The General Contractor shall ensure that the integrity of the bulkhead is not jeopardized by the configuration of the Storefront/Counter front.

1. The center soffit is not designed to support any additional loads. The Tenant's storefront may not be attached to any part of the center soffit.
2. Damages caused by demolition or construction to Landlord's service corridor, soffits, or Mall tile shall be repaired to a "like new" condition. The general contractor shall coordinate any repairs with Facilities Management. If these items are not addressed before project completion, repair cost will be deducted from the general contractor's construction deposit.
3. Storefront construction may not extend beyond the lease line or permissible projection area unless approved by the Landlord.
4. The general contractor shall ensure that the sign contractor is aware of all comments on the Landlord's approved sign shop drawings. Landlord approval is required before sign fabrication. Failure to submit shop drawings may prohibit the storefront sign from being installed. Temporary signs will not be permitted for store openings.
5. Storefront neutral pier reveals will be supplied by the Landlord and installed by the tenant upon completion of their storefront (as needed).
6. The Tenant's General Contractor shall ensure access to all Landlord equipment existing adjacent to the storefront or within the Tenant space.
7. The Tenant's General Contractor is responsible for final cleaning of the storefront and floor pavers at his storefront before opening

Structural Modifications

Structural modifications to the center require approval from the Landlord's structural engineer.

It is imperative that structural work be coordinated in advance with Tenant Coordinator.

1. Those tenants desiring to make changes to the base building structure must submit to the Landlord drawings and specifications from a certified engineer for approval. (Refer to Lease Agreement Exhibit "B")
2. The following conditions are applicable:
 - A. Duct shaft penetrations
 - B. Exterior wall penetrations
 - C. Extra ordinary loads (i.e., safes, vaults, transformers, water heaters, mezzanines, etc.).
3. Excessive loading caused by transformers, safes, mezzanines, HVAC units, etc., require approval from the Landlord's structural engineer. Structural beams, purlin, joist, etc. shall not be modified by the

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Contractor unless specifically noted on the Landlord's approved construction drawings.

Telephones

1. All Tenant Telephone services shall be procured thru Granite Grid (**See required business partner sheet**).

GENERAL CENTER REQUIREMENTS

Deliveries

Delivery Hours: Coordinate with Facilities Management 72 Hours before delivery.

1. All delivery routes to the construction site will be designated by Facilities Management. The general contractor shall ensure that all project subcontractors are aware of these routes. Coordinate deliveries with Facilities Management.
2. *Loading docks shall be used for all deliveries unless approved by Facilities Management.* The general contractor shall verify door size openings from the service area to the construction site, to ensure that all types and sizes of materials can be delivered to the space. Facilities Management will designate the appropriate service area for deliveries.
3. Service areas shall be used only for loading and unloading construction materials. Any vehicle parked more than 30 minutes with no activity will be towed at the general contractor's expense.
4. Deliveries to the Tenant space shall be made through the service corridors to the rear door (where possible). When authorized by Facilities Management, deliveries will be permitted through the center common area.
5. 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. If your course of travel through the center is over an expansion joint, a ½" sheet of 4' X 8' plywood is required to cover the expansion joint.
6. Customer entrances to the center shall not be used for material deliveries. Special conditions may warrant exceptions, but **prior authorization from Facilities Management is required before delivery.**
7. The general contractor shall ensure that any dirt, litter, or tire tracks left from deliveries shall be cleaned by the responsible contractor. If clean-up is not performed within a reasonable time, center cleaning personnel will perform the work and, the cost will be deducted from the general contractor's construction deposit.

Inspections

1. Tenants work shall be subject to inspection by the facilities management team
2. Landlord's right to stop construction. While it is not the Landlord's intention to hinder or stop construction, if any Landlord or Center criteria are in question or the public's welfare has been compromised, the Landlord reserves the right to stop construction.

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Security

1. Access to barricades, roof hatches, telephone rooms, electric closets, etc., shall be coordinated through center security dispatch at 941-552-7001. Authorization for entry will be given by Facilities Management. The Contractor shall be required to give the Security Officer his name, company, and reason for entering the secure area.
2. The general contractor is responsible for securing the construction site at all times. Contractors shall safeguard/secure all tools, materials, supplies, etc. The center will not be responsible for any items lost or stolen.
3. Access outside of normal hours shall be coordinated through Security and authorized by the Facilities Management. Construction work is permitted 24 hours a day provided there are no disruptions to the center, its guests or adjacent tenants daily operation.
4. 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 Facilities Management shall be complied with immediately. Absolutely no alcohol, drugs, weapons or smoking is permitted on the center property.
5. All lunch breaks, coffee breaks, etc., by contractors, shall be confined to the construction site. Any contractors seen lounging in the common area will be asked to move into the construction site.
6. All contractors are required to wear appropriate construction clothing and protective equipment in accordance with OSHA standards. It shall be understood that shirts, safety shoes, hard hats, long pants, etc., will be worn at all times.
7. All General Contractor superintendent/foreman, who will be their company's full-time representative onsite, are required to attend a safety orientation conducted by Facilities Management at the time of Pre-Con. General Contractor is then responsible for training all of their subcontractors and vendors on the safety rules and regulations identified during the safety orientation.

PROJECT COMPLETION Stocking / Merchandising

1. The Landlord cannot be responsible for Tenant's merchandise. Merchandise may not be stored outside the confines of the leased space.
2. Debris associated with merchandising must be discharged in the waste dumpsters designated by Facilities Management.
3. Facilities Management will designate the loading area and route from area to space.
4. **Verify Operation Hours with Onsite Facilities Management.** If merchandising is performed outside of these hours, the store manager must notify center security.

Store Opening Inspection

1. The store must be 100% completed, fully cleaned and ready for business before the barricade is removed. The general contractor will coordinate a walk-through with Facilities Management, before project completion to define deficiency corrections. The **Pre-Opening Construction Completion Checklist** (SEE ATTACHED) will be reviewed at this time to ensure that all landlord issues and deficiencies have been corrected prior to store opening.
2. A final inspection by Facilities Management to schedule barricade removal and to verify completion of the

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pre-opening checklist is required. This inspection must be scheduled **72 hours in advance** of the desired barricade removal. A copy of the completed building permit and/or the Certificate of Occupancy shall be presented to Facilities Management before the inspection.

3. The general contractor's construction deposit will not be processed for return until an air balance report, as-built drawings, and all Landlord issues (punch list) are resolved. Allow at least sixty (60) days for processing return of construction deposits. Tenants will be notified on all returned construction deposits.

REFER TO THE CONSTRUCTION CRITERIA AND GENERAL INFORMATION FOR FURTHER INFORMATION

CONSTRUCTION RULES AND REGULATIONS

Construction / Tenant Build Out Business Partner / Required Contacts

UTC Facilities Director	George Armentrout garmentrout@taubman.com	941-552-7029
UTC Facilities Dept.	Felix Ascolese fascolese@taubman.com	248-260-0110
UTC Security Dept.	Mall Dispatch	941-552-7001
UTC Mall Office	Main Number	941-552-7000
Granite Telecommunications	Data and Voice	855-478-4743 required
Orkin	Pest Control	941-355-7791
SimplexGrinnell/Tyco/JJ	Fire Controls Side	813.399.2079 required
FPL	Electric Meter/Service	800-375-2434 required
Sarasota County Building Dept.	Inspections/permits	941-861-6678

Sarasota County Business use permit web site for application:

https://www.scgov.net/government/planning-and-development-services/building-division/building-documents-plans-and-instructions/-folder-539#docan1491_2675_2929

Wayne Automatic Sprinkler	Fire System Water Side	813-630-0303 required
Windemuller Elec	Electric Service Tie In	941-355-8822 required
QBC	Building Automated Service Tie In	813-885-5005 required
Sutter Roofing	All Roofing Needs	941-377-1000 required
Modern Concepts	Barricades Rob Prima	rob@mciaq.com

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PRE-OPENING PUNCH LIST COMPLETION CHECKLIST

Tenant _____ Space No. _____

- City/County Inspections Approved (HVAC_, Electric __, Plumbing __, Sprinkler_ Health __, Building, Other _____)
- Water meter installed in an easily accessible and readable location within the leased premises
- Gas meter (IF APPLICABLE) installed in an easily accessible and readable location within the leased premises
- HVAC system balanced, Exhaust Hood Balancer Installed, Provide air balance report
- Temporary power removed
- Tenant sub-grade elevation certifications (IF APPLICABLE)
- Clean Storefront
- Battery packs on exit and emergency lights must be recessed or remote-located
- Signage is to be fabricated and installed in compliance with Landlord's approved sign shop drawings
- Service corridors complete (Corridor clear and damage repaired). Service door and vestibule are finished and painted per Landlord's specifications
- See back for additional comments.

Inspected: _____
General Contractor representative UTC Facilities Management

Date: _____

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

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STATEMENT OF RECEIPT OF TENANT CONSTRUCTION MANUAL

I have received a copy of University Town Center Rules and Regulations regarding general information, procedures, rules and regulations for Tenant construction at the Center. I understand the contents of this manual and that Facilities Management reserves the right to change or modify any of these policies.

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

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

Contractor Representative Signature

Date

Facilities Management

Date

Tenant

Space Number