# PRE-CONSTRUCTION

## MEETING

A minimum of 10 days prior to the commencement, CONTRACTOR(s) shall submit the PRE-CONSTRUCTION MEETING agenda to the Site Coordinator. In addition, a meeting agenda, agenda template, and agenda template template shall be submitted to the Site Coordinator. The meeting agenda must be submitted by the 5th of the month prior to the site meeting.

### 1) BUILDING PERMIT

Temporary water service must be coordinated by the CONTRACTOR 10 days prior to the start of construction.

### 2) LICENSING

The CONTRACTOR shall provide all required contractors' licenses as required by the local authority requirements for submission of sprinkler shop drawings and fee schedules can be found on-line at:

- [http://www.torrnet.com/9851.htm](http://www.torrnet.com/9851.htm)

#### 3) INSURANCE CERTIFICATE

The Certificate of Liability Insurance should be in the minimum amount of $2,000,000, in the form of an occurrence policy in the tenant's favor, which must be evidenced by the subcontractors involved in the work, including but not limited to the general contractor, subcontractors, and suppliers.

#### 4) TEMPORARY WATER

Temporary water service must be coordinated by the CONTRACTOR 10 days prior to the start of construction.

#### 5) ELECTRIC POWER

The CONTRACTOR(s) are responsible to provide temporary electric service by being connected to the mall's service panel located in the mall's sub-basement. The service panel is accessible to the CONTRACTOR(s) upon their request.

#### 6) SAFETY

The CONTRACTOR(s) shall be responsible for their own and the employees of subcontractors to comply with all applicable safety regulations as required by OSHA and the local authority requirements.

#### 7) TEMPORARY TOILET

The CONTRACTOR(s) shall provide and maintain temporary toilet facilities on the property. The CONTRACTOR(s) shall maintain all portable toilets as required by the tenant.

### CONSTRUCTION

#### CONSTRUCTION REQUIREMENTS

- **SPRINKLER SYSTEM:**
  - The CONTRACTOR(s) shall provide and maintain a sprinkler system in accordance with the local authority requirements for submission of sprinkler shop drawings and fee schedules.
- **WATER SERVICE:**
  - The CONTRACTOR(s) shall be responsible for any plumbing work involved in the installation of the water service, including the connection to the mall's water supply.
- **GAS SERVICE:**
  - Gas service is the responsibility of the tenant and must be coordinated by the tenant.
- **TELEPHONE SERVICE:**
  - Telefon is the responsibility of the tenant and must be coordinated by the tenant.
- **ARCHITECTURE:**
  - Architectural drawings must be submitted to the tenant and reviewed by the tenant.

### TENANT COORDINATION

**CONTACT INFO**

For questions regarding site access, storefront and architectural criteria, engineering design, delivery dates, construction rules and regulations, the scope of landlord and tenant work and store opening requirements, please contact your Tenant Coordinator (Stewart J. 317.435.9131 or slyu@simon.com) for assistance.

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**CONSTRUCTION MEETING DRAWING**

**PRE-GRAND OPENING WEEK AND WEEKEND CONSTRUCTION RULES**

**OPENING**

**PRE-GRAND OPENING WEEKEND AND WEEKEND CONSTRUCTION RULES**

**TENANTS' ARCHITECTURE MUST INCLUDE THE FOLLOWING DRAWINGS:**

- Architectural Drawings
- Electrical Drawings
- Plumbing Drawings
- Structural Drawings

**SUCCESSIVE DRAWINGS:**

- Plot Plan
- Site Plan
- Floor Plan
- Elevation
- Section
- Details

**DELIVERY OF MATERIALS:**

- All delivery vehicles must be coordinated by the tenant and must not exceed the maximum delivery weight as specified in the tenant's lease.
- All delivery vehicles must be coordinated by the tenant and must not exceed the maximum delivery width as specified in the tenant's lease.

**POST-OPENING:**

- Advertising:
  - All advertising must be coordinated by the tenant and must be approved in advance by the tenant.
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**TENANCY RESPONSIBILITY DRAWING:**

**PRE-CONSTRUCTION DRAWING:**

**ASSIGNABLE DRAWING:**

**SATURDAY OPENING:**

**SUNDAY OPENING:**

**PRE-CONSTRUCTION PERMITS & LICENSING**

- **1) BUILDING PERMIT**
  - The CONTRACTOR(s) shall provide the following:
    - Building permit application
    - Plan sets (electrical, plumbing, structural)
    - Method of construction drawings
    - Project manual or specifications
  - All documents must be submitted electronically and/or hard copy.

- **2) LICENSING**
  - The CONTRACTOR(s) shall provide the following:
    - General contractor license
    - Subcontractor licenses
    - Plumbing, electrical, mechanical licenses
  - All documents must be submitted electronically and/or hard copy.

- **3) INSURANCE CERTIFICATE**
  - The Certificate of Liability Insurance should be in the minimum amount of $2,000,000, in the form of an occurrence policy in the tenant's favor, which must be evidenced by the subcontractors involved in the work, including but not limited to the general contractor, subcontractors, and suppliers.

**TEMPORARY PROVISIONS**

- **1) TEMPORARY CONSTRUCTION BARRIEDE**
  - Temporary construction barricades shall be maintained at the mall's discretion.

- **2) TEMPORARY WATER**
  - Temporary water service must be coordinated by the CONTRACTOR 10 days prior to the start of construction.

- **3) TEMPORARY TOILET**
  - The CONTRACTOR(s) shall provide and maintain temporary toilet facilities on the property. The CONTRACTOR(s) shall maintain all portable toilets as required by the tenant.

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**PERMITS & LICENSING**

**1) PLAN REVIEW/REVIEW**

- Instructions for plans/permit submission:
  - Plan sets (electrical, plumbing, structural)
  - Method of construction drawings
  - Project manual or specifications

**2) LICENSING**

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**CONSTRUCTION**

**1) PRE-GRAND OPENING WEEK AND WEEKEND CONSTRUCTION RULES**

- Construction operations must be conducted in a safe and orderly manner to ensure the safety of all individuals involved in the construction.
- All construction work must be coordinated by the tenant.

**2) PUNCH LIST**

- Punch list must be coordinated by the tenant.

**3) PACKING CHECK**

- Packing check must be coordinated by the tenant.

**4) PRE-GRAND OPENING WEEKEND AND WEEKEND CONSTRUCTION RULES**

- Construction operations must be conducted in a safe and orderly manner to ensure the safety of all individuals involved in the construction.
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**5) TEMPORARY WATER/TABLE**

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**UTILITIES**

- Gas service is the responsibility of the tenant and must be coordinated by the tenant.
- Electrical service is the responsibility of the tenant and must be coordinated by the tenant.
- Water service is the responsibility of the tenant and must be coordinated by the tenant.

**REQUIRED CONTRACTORS**

- **FIRE PROTECTION CONTRACTOR**
  - The CONTRACTOR(s) are responsible to provide temporary fire protection systems as required by the local authority requirements for submission of fire protection drawings and fee schedules.

**TELEPHONE SERVICE:**

- Telefon is the responsibility of the tenant and must be coordinated by the tenant.

**ARCHITECTURE:**

- Architectural drawings must be submitted to the tenant and reviewed by the tenant.

**CONSTRUCTION MEETING DRAWING**

**INCLUDE THIS DRAWING**

**PRE-GRAND OPENING WEEKEND AND WEEKEND CONSTRUCTION RULES**

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