

# TENANT INFORMATION PACKAGE INDEX

(06/09)

**(This is a comprehensive list to help you locate information. Topics may or may not apply to this project, however, if applicable this is where the information can be found)**

## TENANT DESIGN MANUAL

- Project Overview
- Project Renderings/Photos
- Site Plan
- Storefront Zone Plan
- Storefront Elevations/Details
- Colored Bldg. Elevations (Lifestyle)
- Sign, Awning & Canopy Examples/Photos
- Sign Zone Plan (Lifestyle)
- Storefront Sign Criteria Models (Lifestyle)
- Food Court Renderings/Photos
- Food Court Storefront Elevations/Signage
- HVAC Information
- Plumbing Information
- Fire Protection Information
- Electrical Information

## KIOSK DESIGN MANUAL

### PRE-CONSTRUCTION MEETING DRAWING

#### Pre-Construction Meeting Requirements

- Building Permit
- Workers Compensation Certificate
- Insurance Certificate
- Performance, Labor and Material Bond
- Subcontractors List
- Pre-Construction Fees (deposit/prepayment check)
- Union or Non Union

#### Permits & Licensing

- Plan/Review/Permit (Bldg. Depart/Health Depart/Permit Expeditor Information)
- Licensing
- Sprinkler Drawings Review (GRC Regional Contact)
- Mall Building Data
- Tenant's Address
- Mall Address/Phone Information
- Landlord Corporate Office Information

#### Temporary Provisions

- Temporary Construction Barricade
- Construction Signage
- Electric Power
- Temporary Water
- Temporary Toilet

#### Construction Requirements

- On-Site Documents

- Concrete
- Protection of Property
- Fire Extinguishers
- Site Access and Parking
- Delivery of Materials
- Work Area and Storage
- Security and After Hours Work
- Landlord Inspections
- Safety
- Below Grade Construction
- Interruption of Utilities
- Trash Removal and Dumpster
- Sprinkler Drain Down
- Roof and Building Modifications
- Roof Protection Boards
- Sign Installation (Lifestyle)
- Hazardous Materials

#### Utilities

- Gas
- Telephone
- Electric
- Cable
- Water

#### Required Contractors

- Fire Sprinkler Contractor
- Fire Alarm Contractor
- Trash Removal and Dumpster Services
- Electrical Tie-in
- Electric Check Meter
- Flushing Chilled Water Systems
- Temperature Controls
- Roofing Contractor

#### Opening Requirements

- Punch List
- Documents

### **A-1 ARCHITECTURAL CRITERIA – Select Regional Shopping Center, Regional Shopping Center, Lifestyle Town Center and Food Court**

#### General

- Submission Requirements
- Preliminary Drawings
- Working Drawings
- Jurisdiction Authorities
- General Disclosure
- Contact Information

#### Storefront Design Criteria

- General Design Criteria
- Mall Bulkhead/Mall Neutral Band – (Select/Regional)
- Storefront –(Lifestyle)
- Storefront Finishes

- Show Window Safety Logo
- Customer Service Counter (Food court)
- Entrance Doors
- Entrance Alcove and Closures (Lifestyle)
- Closed Doors (Lifestyle)
- Storefront Structural Support
- Storefront Bases
- Entry Floor
- Storefront Lighting
- Ceilings
- Storefront Design Control Zone
- Store Display and Merchandising

#### Interior Design Criteria

- Tenant Service Door
- Tenant Interior Wall Construction
- Wall Finishes and Store Fixtures
- Floor Finishes
- Tenant Display Fixtures, Rack/Shelving/Storage Unit Requirements
- Waterproofing Membrane
- Interior Ceiling Criteria

#### General Construction & Structural Requirements

- Supplemental Structural Framing
- Structural Alterations
- Mezzanine Structures (if approved by Landlord in Tenant's lease)
- Concrete Floor Slab
- General Structural Conditions
- Roof
- Demising Walls

#### Signage Criteria

- General Signage Criteria
- Show Window Graphics (Lifestyle)
- Awning Signs
- Canopy Signs (Lifestyle)
- Storefront Identification Signs
- Blade Signs (if approved for use at the property)
- Building Mounted Banners and Projected Signs (Lifestyle)
- Signage Approval Process
- Sign Shop Drawings
- Menu Boards (Food court)

### **MEP-1 MEP/FP CRITERIA – Packaged Rooftop Units, Packaged Split Systems, Chilled Water and VAV Systems**

- General Notes
- HVAC Criteria
- Review & Commissioning Process
- Plumbing
- Electrical
- Fire Protection
- Specialty Tenant
- Food Tenant

## **MEP TAB SHEET CRITERIA**

### **BULLETINS**

- Permitting Tips
- TX Dept. of Licensing & Regulations (Texas properties)
- Closed Door Policy (Lifestyle)
- Impact Glazing Storefronts/Awning Info (Hurricane zones-Lifestyle)
- Awning/Blade Sign Attachment Info (Lifestyle)
- Storefront Numbering/Rear Door Requirements (Lifestyle)
- Fire Protection Systems Requirements
- Temperature Controls (VAV and chilled water only)
- Flushing Chilled Water System
- Structural Penetrations
- Grease Exhaust Roof Protection Requirements (Food use)
- Waterproofing Requirements
- Construction Barricade Requirements (Lifestyle)
- Tenant Smoke Control Schematic
- Miscellaneous