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