

Prien Lake Mall

■ T E N A N T ■ I N F O R M A T I O N ■ H A N D B O O K ■

This Tenant Information Handbook (hereinafter referred to as "Handbook"), referenced in EXHIBIT D of the LEASE AGREEMENT, is by that reference incorporated into and made a part of the Lease. The Handbook describes Tenant Work required to complete and place the Premises in finished condition ready to open for business and shall be in addition to any work described in SECTION III, "TENANT'S WORK" of that EXHIBIT D.

The Handbook is intended to provide the Tenant and his design team with criteria necessary for design and construction of the Premises. The information in this document is separated into sections specifically pertinent to the Architect/store planner, the engineering disciplines, and Tenant contractors.

Throughout this Handbook, the term "Landlord" used to describe an agent in the review/approval process shall mean the Landlord's Tenant Coordinator named in the Project Directory. The term "Landlord's Field Representative" shall mean any designated local property management or construction personnel, such as an on-site Tenant Coordinator or Operations Director.

This Handbook is a part of the Tenant Information Package which may also include the Lease Outline Drawing (LOD), Project Directory, copy of the basic EXHIBIT D -- "DESCRIPTION OF LANDLORD'S WORK AND TENANT'S WORK" and EXHIBIT E -- "MALL RULES AND REGULATIONS" of the LEASE AGREEMENT, and miscellaneous details as may be necessary for Landlord/Tenant Work interface.

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Store Planning Philosophy

Attractive and exciting store design is an integral part of a cohesive shopping environment that will appeal to and attract customers. These guidelines are intended to give the Tenant's store planner maximum flexibility and freedom to create innovative and workable store designs that are compatible with the architecture of the Center. Tenants are encouraged to be individualistic with optimum merchandise presentation as a vital consideration.

These design guidelines are to be used as a common point of departure for all Tenants, both new and those existing Tenants who are planning to remodel.

Fixturing

The first phase of store planning should be the careful selection of a fixturing system, incorporating such items as free-standing elements, wall-mounted units, special display items (such as ceiling-hung grids) and cash-wrap counters. Consideration should be given to durability and construction detailing, lasting design characteristics, and the versatility of the fixture for new product uses. The fixture layout should facilitate customer movement in a logical path through product offerings, as well as identify and enhance display areas.

Lighting

Tenants are strongly encouraged to employ the services of a qualified professional lighting consultant to create the most dramatic and efficient method of illuminating the store with an effective mix of both ambient and task lighting.

Typical light sources suggested for retail presentations include fluorescent, incandescent, halogen, and metal halide. A consultant will be able to recommend types of light sources most suitable for attaining an appropriate Color Rendering Index, mood, intensity, and practicality. The following items are intended as minimum guidelines for developing a lighting plan.

General Store Illumination

General store illumination should be glare-free. If fluorescent fixtures are used for general illumination or ambient lighting, they should be concealed or recessed. Lenses should be parabolic or paracube grid.

Task Lighting and Accents

Task lighting and accent lighting shall be located in such a manner that they can be easily focused on the intended store element without creating glare hot spots.

Sources of Light

All sources of light should not come from the ceiling. Indirect cove lighting, wall sconces, table lamps or floor lamps, and illuminated merchandising fixtures are alternate suggestions.

Interior Finishes

Material choices and color selections for floor, walls and ceilings complete the package of elements required for effective merchandise presentation. All interior finishes should be selected to complement each other, the fixturing and the product in both texture and hue. In considering the palette choice, finishes should also be evaluated for quality, durability and maintenance, and the appropriateness of the application.

Ceilings

Ceilings, like floors, are used to define and manipulate space, visually guide shoppers through the store, and provide a subtle background for merchandise presentation. While ceilings, or the absence of a ceiling, provide a framework for light fixtures and mechanical devices, this is the result of the design and not its primary function.

Ceilings are a design element with diverse purposes from sound attenuation to the creation of shopping moods. Shaped ceiling treatments, such as coves, coffers, or domes are especially encouraged. A ceiling may only be suggested through the use of baffles, hanging objects or merchandise.

SUGGESTED MATERIALS

Painted drywall	Fabric
Lay-in acoustical tile	Open grids
Linear metallic tile	Banners

Flooring

Flooring is used to define display areas, traffic patterns and shopping paths. Floors should be finished with durable materials suitable to the intended retail environment. Material changes, colors and textures can be used in a variety of combinations to distinguish between sales areas, aisles or service areas. A smooth transition between material changes shall be detailed and maintained.

SUGGESTED MATERIALS

Carpet or carpet squares	Ceramic tile
Hardwood	Patterned concrete
Vinyl tile or sheet goods	Quarry tile
Painted or stained concrete	Natural stone

TECHNICAL GUIDELINES

The *level of the finished floor* within the store entrance area must correspond to the level of the mall finished floor at the Lease Line to create a smooth transition.

At *recessed storefronts*, Landlord's floor finish shall be extended by the Tenant to the storefront construction line, threshold or the center line of Tenant's closure.

Wall Treatments

Depending on the intended retail environment, wall finishes may be chosen to reflect or absorb sound or light. Walls may be utilized for fixturing systems, graphics, signing or lighting elements, in which case these items become the

finishes. In some store designs, such as a sculpture gallery, walls may be treated discreetly as a neutral backdrop to the product.

SUGGESTED MATERIALS

Painted drywall (smooth or textured)	Vinyl or fabric wallcovering
Brick	Glass mirror
Ceramic tile	Painted or stained wood
Metal	Back-lit glass block
Stone (marble, granite, slate, etc.)	Plastic or metallic laminates
Quarry tile	

Storefront

The storefront, fully integrated with Tenant's identity signing, is the final element of store planning -- and one of the most important components of the store. It is the first impression of the store, the invitation to shop, and a stage setting to frame and enhance the merchandise.

The Tenant should challenge his design team to explore all creative options for materials, shapes, finishes, lighting and signing to develop a unique entry with character and individuality. Storefronts should be constructed of primarily transparent materials to showcase merchandise at the Lease Line or to show activity within the store.

In the case of national chains, the storefront prototype is always a recognizable entity, and it is the intent of these guidelines to allow national Tenants to maintain that identity.

SUGGESTED MATERIALS

Butt-joint glazing	Other glass storefront systems
Brick	Stone (marble, granite, slate, etc.)
Metal	Stained or painted wood
Glass block	Glass mirror
Plastic laminate (as trim only)	Metallic laminates
Ceramic tile	Quarry tile
Stucco	

TECHNICAL GUIDELINES

The *structural support* of Tenant's storefront system (including signing), rolling grilles or other closure devices shall be independent of Landlord's overhead structure. Tenant's construction may be secured to Landlord's framing to obtain lateral stability. Submittals must clearly indicate the extent and method of all attachment.

Tenant's *storefront elements* should be durable and require minimal maintenance.

The edges of all *frameless glass joints* must be ground and polished. Butt joints are not to be silicone-sealed but shall be secured by clips.

Entrances should be defined with design, material, and lighting to appropriately distinguish them from storefront display areas.

The entire storefront, excluding closure device, shall have a minimum four-inch high *base of durable material*. The base shall be applied to any architectural element projecting from or occurring within the storefront, and it shall complement the storefront design.

Signing

Creative, unique and high-quality graphics fully integrated into the storefront design are a minimum requirement for identity signing. The entire storefront shall be considered the sign field, and signing may occur anywhere within the limits of the storefront. Signs will be reviewed only with the construction document submittal, and the review will be based on the cohesive integration and compatibility with the store design in terms of composition, balance, color and graphic impact.

SUGGESTED SIGN TYPES

Unusual box/cabinet-type signs within storefront	Edge-lit letters or forms
Gold or silver leaf on storefront glass	Sandblasted or etched glass
Open channel letters with exposed neon	Fiber optic
Sandblasted back-lit mirror	Pin-mounted halo-lit letters
Internally illuminated reverse channel letters	Exposed neon
Routed sign bank with push-through letters	Sandblasted wood
Built-up acrylic (minimum 1-1/2" thick)	Decorative paint on glass

TECHNICAL GUIDELINES

Storefront identification signs shall be limited to the Tenant's trade name as approved in the Lease or as otherwise approved in writing by the Landlord. The Tenant may use a customary signature, hallmark, crest, shield, logo or other established corporate insignia, and these shall be included within the allowable sign area as described in EXHIBIT D of the LEASE AGREEMENT.

Dimensional signs or artistically sculpted objects are encouraged. Cut-metal, acrylic, fabric and other materials will be reviewed on an individual basis.

Multiple signs or graphic treatments will be allowed for Tenants with multiple exposures to the mall, such as corner locations.

Secondary signs, advertisements, notices or decals shall not be exhibited within or affixed to any part of the storefront unless previously approved in writing.

All *signs with a visible back* shall be factory-finished. All fasteners shall be concealed. Supports and hanging devices shall be of a quality material and finish.

All *electrical connections and equipment*, such as ballasts and transformers, must be concealed, with access from within the Premises. No exposed neon crossovers, raceways, ballast boxes or transformers will be permitted.

Sign company names or decals shall be concealed.

Maximum brightness allowed for storefront identification signs will be 100 foot-lamberts taken at the letter face.

Sign illumination shall be controlled by a seven day time clock.

Visual Merchandising

Visual merchandising is a theatrical and informational presentation of the product, not only in storefront display but throughout the store. Storefront window displays decorated with props, graphics and/or focused lighting will capture the interest of potential customers and invite them inside.

Visual merchandising techniques run the gamut from dramatic to whimsical according to the intended environment, product and season. Visually exciting displays with professionally executed graphics shall be considered an integral part of the store planning process and an ongoing management function.

Philosophy

Design Guidelines

Plan spaces using one overall image that will assure the customer's recognition of the concept at a glimpse. The concept should tell a story or express the character of the food being prepared, and it should include displays that are always fresh and easily changed.

The entire front width of the Premises should be open to view either food preparation or a display of prepared foods. Any food preparation that can be performed in an attractive or theatrical fashion should be done at the front counter or within public view at areas specifically designed for that use. Examples include pizza preparation, cake decorating, grilling, ice cream sundae preparations, baking cinnamon rolls, etc.

Service and storage areas shall be shielded from public view. For ease of service, a baffled passage without doors located between the sales/ display kitchen and service area is recommended. Packaging and dispensing supplies and storage shall be concealed from public view.

Any area that may be viewed from Mall Common Area shall be defined as the Design Zone for purposes of Landlord review.

Note that all elements of this Food Court section shall be considered in addition to applicable items in the Architectural section as set forth in this Tenant Information Handbook.

Equipment

Equipment and related components used in the Design Zone should be constructed or finished to be compatible with the image created by the Tenant. Exhaust hoods are encouraged to be integrated into the design theme.

Lighting

Selecting a blend of lighting to create atmosphere with theatrical impact will involve identifying design functions required, such as illuminating menu board and graphics, displaying products, lighting food preparation work areas, or providing general ambiance. Lighting might also be used to define action areas, such as customer queuing or paying. Lighting elements can be used to create pattern on walls, floors or ceilings.

Light fixtures and lamps should be chosen to balance and complement each other in the space. Color-corrected fluorescent may be used sparingly to provide general illumination, while pools of incandescent or halogen light sources may be more appropriate to enhance the color of food and product display. Neon, integrated with design elements, may be very effective in creating sparkle or glow.

SUGGESTED LAMPING

Low voltage halogen, MR-11 or 16	Halogen PAR 20/30
Color-corrected fluorescent	Neon

TECHNICAL GUIDELINES

Lighting shall be selected to provide a good *Color Rendering Index* (greater than 80 CRI) and neutral-to-warm lighting impression (2700°-3500° Kelvin).

Lighting must have *beam control* and provide *glare-free* illumination.

Finishes

Select those finish materials that will complement the food in color and texture. They must be durable, washable and easily maintained.

Flooring

The Tenant shall provide flooring and grout to match the Landlord's border tile in all areas between the Lease Line and the recessed cabinet base.

Flooring in the balance of the Design Zone shall be suitable for use in a food

service environment. Material changes and colors can be used in a variety of combinations to strengthen the Tenant design.

SUGGESTED MATERIALS

Ceramic and quarry tile	Stone (marble, granite, slate, etc.)
Stained or patterned concrete	Hardwood
Terrazzo	Vinyl tile or sheet goods

TECHNICAL GUIDELINES

The front of the sales counter shall have a six-inch high *base*, recessed three inches.

Detailing of the *extension of mall flooring* shall match the Landlord's installation.

Wall Treatments

Finishes for side walls and the rear wall of the area within the Design Zone should be chosen for design and durability. Attention must be given to application and detailing of the wall surface to accommodate changing graphics, display fixturing and/or point of sale information.

SUGGESTED MATERIALS

Back-lit glass block	Ceramic or quarry tile
Wood	Stone (marble, granite, slate, etc.)
Metallic tile products	Sheet metals (copper, polished stainless)
Stone composites	Glass mirror
Corrugated metal	

Ceilings

The presentation area for a Food Court Tenant is generally smaller than for a retail Tenant, therefore, the design approach for every surface must be

maximized. More drama in shape and color may be required to set the mood, and ceilings should be considered a strong element within the Design Zone.

SUGGESTED MATERIALS

Painted drywall shapes	Vinyl baffles or banners
Ceramic tile	Wood
Linear metallic tile	Stamped metal
Polished stainless steel panels	Transparent illuminated materials
Open grids for lighting and display	

Counters

Counters and countertops shall be finished in durable, decorative materials able to withstand considerable abuse. They should include a tray slide or counter space wide enough to fit the entire tray to reduce the risk of spills. If sneeze guards are required, they must be constructed of glass and fully integrated with the design. Cash registers, beverage machines, and holders for condiments and service items must be recessed into the counter.

SUGGESTED MATERIALS

Ceramic tile	Stone
Solid surfacing materials	Plastic Laminates
Poly-coated wood	

TECHNICAL GUIDELINES

Sneeze guards shall be placed at least four inches back from the front edge of the counter.

Signing and Graphics

Tenant's signs are to be block letters with clear faces mounted on a 3" x 6" metal raceway. Upper case letters are to be no higher than 18", and lower case 16". The use of brand name vendor-supplied signs should be avoided.

Food Court vendors should display any "best ratings" that have been awarded by organizations or publications.

Menu Boards

Menu boards not only convey information, but are a focal point and a major design element that can embellish the interior of the space. The use of interesting customized menu boards is essential. Tenants must also decide if an internally illuminated or spot-lighted type is required. Menu boards should include logos and slogans.

It is critical that menu boards be planned to ensure that the shopper is not overwhelmed with the presentation choices. Be simple and concise. Highlight the menu choices, instead of the prices. Plan for the inclusion of daily specials or featured items. The use of professional photos and/or transparencies is encouraged, as well as the use of interesting typestyles, borders, shapes and colors to give the menu board style and personality.

Product Display

Creative display of food and beverages is required of all Food Court vendors. Menu selections may be presented behind sneeze guards on the front counter. The use of pastry racks, glass deli or freezer cases, and fresh food display is encouraged. These displays should also include logos and graphics whenever possible.

Decorative products or ingredients, or products in decorative packaging may be displayed on open shelves at the front counter and/or throughout the Design Zone. Loaves of bread, baskets of fruit, dried pasta, cheeses, jars of peppers and gift boxes of cookies/candy are a few examples. Wherever

FOOD COURT

possible, having these packaged products available for purchase is encouraged.

Design Guidelines

The Tenant will be required to complete mechanical systems within and directly for the Premises incorporating Landlord provided utilities. Provisions of this section shall apply to all mechanical systems, whether installed by the Tenant Mechanical Contractor or others.

The design, materials and installation shall conform to the best current practice in the respective trades and shall be consistent with good engineering practice, manufacturer's recommendations, industry technical references and standards.

The Tenant shall submit a written request for upgrades and/or deviations from specified utility capacities or minimum criteria requirements. Upgrades shall be subject to availability.

Modifications to existing systems that are required to accommodate Tenant improvements shall be clearly defined in both the contract documents and a written request for deviation. Modifications to existing Landlord systems shall be performed by a contractor designated by the Landlord.

All existing conditions shall be field verified, and systems or obstructions that impact the design shall be clearly identified on the contract documents.

Documentation

Calculations and documentation are required to validate design requirements. Information shall be sufficient to allow thorough analysis of the design for all plumbing, fire protection and HVAC systems. Failure to include this information with the submittal will delay the approval.

Completed Landlord forms shall be submitted in addition to any consultant specific forms, code compliance submittals or software outputs.

HVAC Calculations

HVAC calculations shall utilize methods recommended by the ASHRAE Fundamentals Handbook (latest edition) and other ASHRAE publications.

OUTDOOR DESIGN CONDITIONS

Outdoor design shall be based on the ASHRAE data below and as required by code:

Summer:	Dry Bulb	2-1/2% design
	Wet Bulb	2-1/2% design
Winter:	Dry Bulb	99% design

INDOOR DESIGN CONDITIONS

Tenant space indoor design shall be for temperatures indicated below or required by code:

Summer:	75° FDB occupied
	50% relative humidity
Winter:	68° FDB occupied
	55° FDB unoccupied

Heat gain calculations shall be based on the time of peak gain (month, day & hour), considering coincident solar, thermal and internal environmental gains, full internal heat (all lights on) and full outside air requirements at design conditions. A block load shall be provided to determine the concurrent peak requirement if the zone peak loads do not occur at the same time. Heat gains for all miscellaneous and process loads shall include an itemized equipment list with a description of the item, quantity, connected load and diversity factors used to determine peak load. The effect of heat removal exhaust systems shall be shown in the heat gain calculations.

Heat loss calculations shall be provided for both occupied and unoccupied periods based on full heat loss and full outside air requirements at design conditions.

Building System Design

Individual packaged rooftop systems shall be provided by the Tenant to satisfy heating and air conditioning requirements.

SYSTEM DESIGN PARAMETERS

Refer to Mechanical Summary sheets included in the Tenant Information Package for system capacity allocations.

Outside Air Requirements

Minimum outdoor air requirements shall provide:

ASHRAE Ventilation Standard for Acceptable Indoor Air Quality recommended minimums.

Replacement air requirements up to 90% of exhaust.

Exhaust Requirements

Minimum exhaust air requirements shall meet or exceed the following:

Toilet rooms, locker rooms, etc., shall exhaust 2 CFM per square foot. Spaces with internally generated odors or other contaminants (for example, hair and nail salons, fabric shops, leather and pet shops, photo processors, food preparation areas) shall have the greater of:

4 FPM exhaust velocity through the cross section of the space open to the Common Area	(or)	Sufficient exhaust volume to prevent the migration of odors to adjacent areas.
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Kitchen hoods shall be exhausted per the equipment manufacturer's recommendations.

Exhausts shall be sized to remove the average internal heat gain. A 10° rise above the space temperature is recommended as the maximum acceptable space design temperature where exhaust is utilized for cooling.

Balance Requirements

The air pressure differential between adjacent spaces shall normally be neutral. A negative pressure relative to the adjacent spaces shall be maintained in the areas requiring exhaust systems as previously described.

Total replacement air through makeup air units and outside air shall be a minimum of 10% less than the exhaust air quantity.

The Tenant shall employ a contractor designated by the Landlord to balance systems to design specifications. This contractor shall schedule all work through the Landlord's Field Representative.

General Provisions

Design all piping and ductwork to present a neat and orderly appearance, running lines parallel with building structural grid or walls. Keep piping and ductwork free from contact with adjacent surfaces to prevent noise transmission. Systems should be designed to accommodate thermal expansion.

Locate all above floor piping, ductwork, equipment, etc., in the joist space or adjacent to the bottom of joists and beams. Clear heights must be held at a maximum so that mezzanines or other architectural features, electrical or mechanical systems and stacked storage can be accommodated.

Piping and ductwork shall be concealed in walls (except no components shall be concealed in demising partitions), above ceilings, or, if left exposed, it shall be located out of public reach finished to blend with surrounding surfaces. Pressure piping shall be above grade and accessible. All penetrations shall be sleeved and firestopped as required.

All mechanical systems shall be designed and installed so that access through other Tenant spaces or Common Area is not normally required. Routing to remote system components that require access through other Tenant spaces or the Common Area shall be coordinated with the Landlord's Field

Representative prior to the start of construction. Labels, no farther than twenty feet apart, shall be provided to identify component, Tenant name and space number.

Access Requirements

All components and equipment shall be provided with adequate access for periodic inspection, service and replacement (for example, access panels, platforms, ladders, catwalks, knockout panels). This requirement applies to both Tenant and Landlord systems within the space or requiring access through a Tenant space.

TECHNICAL GUIDELINES

A 24" x 24" minimum size *access door or panel* shall be provided for all valves, cleanouts, dampers, controls, devices, etc. Panels shall be hinged or latched. Nailed or screwed attachment is not acceptable. Knockout panels, removable ceilings or wall sections shall be provided for removal or service of equipment larger than allowed by a 24" x 24" access size.

All access panels shall be provided with engraved, adhesive or stenciled labels *identifying the equipment*, valves, etc., requiring access. Label acoustical ceiling grid to indicate where tiles should be removed for access to equipment.

Provide the *minimum clearance* recommended by the equipment manufacturer at all service points.

The Tenant shall demonstrate *accessibility* of all components to the Landlord's Field Representative prior to occupancy.

Existing Installations

Reuse of all or part of existing installations is subject to the field verification of the capacity and condition of the components. Contract documents shall provide minimum performance parameters, refurbishing specifications and

establish a verification procedure requiring a written report. This report shall detail inspection and service performed, repairs, additional recommendations, and performance test results including balancing data. Copies of field verifications shall be submitted to Landlord to validate reuse.

Roof or Grade-Mounted Equipment

Only packaged equipment, air intakes, exhaust components, refrigeration condensers, etc., that cannot be installed in the building interior may be installed on the roof or on grade. Grade-mounted equipment shall not be used for general space conditioning purposes.

TECHNICAL GUIDELINES

Equipment locations shall be restricted to designated areas and in no case shall be closer than five feet away from the demising wall of the Tenant(s) directly below or adjacent. All exhaust and plumbing vents must be a minimum of twenty feet from any outside air intake.

All equipment shall be *low silhouette design* and located in areas that are least visible by the public and from the street. Installations shall be finished in a color to blend with background or screened from vision as directed by the Landlord's Field Representative. Grade or near grade installations shall have security enclosures.

No *weight* shall be placed on the roofing materials or insulation. Supports shall extend to building structure and span multiple building structural members where necessary to distribute the load.

Roofing adjacent to equipment shall be modified as required to provide the proper slope for *drainage*.

Equipment shall be designed for use with factory fabricated full perimeter *curbs* or roof equipment supports and piping curbs. All curbs shall be

insulated and extend a minimum of twelve inches above the high point of the roofing material. Supports and curbs must be provided with integral leveling devices so that equipment may be installed level, with the support base matching the roof profile.

All connections to roof-mounted equipment shall be made inside the respective equipment curb or through a manufactured piping curb. No *pitch pockets* will be allowed for condensate drains, refrigerant piping, or power and control wiring.

Insulation

Insulation will be required on all surfaces to retard undesirable heat transfer and to prevent condensation. Above ground plastic drainage piping, where allowed, shall be insulated for sound control. All insulation jackets, adhesives, sealers and coatings shall be noncombustible and shall be continuous through walls, floors, partitions and sleeves. Tests, inspections and surface cleanings shall have been accomplished prior to insulation being applied.

Where Tenant insulation extends from an existing Landlord component, the R-value, vapor barrier and jacketing material shall match the existing installation.

Plumbing

The Tenant is responsible for the installation of plumbing systems for the premises. A requirement must be noted on the contract documents to schedule connection to Landlord mains.

Plumbing shall not be installed in the demising walls of a space. Piping exposed to freezing ambient conditions shall be heat traced and insulated. PVC piping shall be limited to code allowable installations. All piping systems shall be pressure tested.

Domestic Water

Phase I Tenants are direct utility customers and Phase II Tenants are served by a Landlord redistribution system. Service is available at designated locations. Phase I Tenants shall be responsible for coordinating available capacity, pressure, service connection, utility meter installation, etc., with the utility. Shutoff valve is required in Phase II at the point of connection, if none exists.

Domestic water is supplied at the pressure available from the utility minus piping pressure losses to the point of connection. Tenants requiring specific pressures should test the available pressure and install regulators or booster pump systems to meet their needs.

TECHNICAL GUIDELINES

A main shutoff valve is required within the premises.

Provide *isolation valves* for all fixtures, equipment or installations exposed to ambient conditions.

Backflow preventers shall be installed where equipment, fountains, soda dispensers, etc., are directly connected to the domestic water system.

Water hammer arrestors shall be installed where required for fixture protection.

Water heaters may be instantaneous or storage tank type. Tank type heaters shall be installed in a four-inch deep overflow pan. Pan and water heater relief shall be piped to the nearest drain.

Food service Tenants and high demand water users in Phase II shall provide a domestic water *check meter* with remote reader.

Sanitary Waste

A sanitary waste system connection is available at Landlord designated locations.

TECHNICAL GUIDELINES

A minimum of one full line size *cleanout* shall be provided in each Tenant space. Cleanout shall be floor or wall type accessible from within the Tenant's space.

Underfloor piping shall be *configured* to utilize a four-inch waste main, where possible.

Hair and/or solids *interceptors* must be installed to prevent that waste from entering the sanitary waste system.

Sanitary Vent

The Sanitary vent system for each space shall terminate in a roof vent. Vents shall be headered to minimize the number of roof penetrations.

Grease Waste

Code-approved grease interceptors must be installed to prevent grease-laden waste from entering the sanitary waste system. Interceptors located within a space must be surface-mounted above the floor. Larger interceptors may be located outside the building. Coordinate with the Landlord to determine the allocated area for interceptor, routing of piping and the extent, if any, of existing provisions.

A master grease waste system including a dedicated piping system and common grease inceptor has been provided for the Food Court. A connection is available at designated locations.

Natural Gas

Limited gas service is available directly from the local utility in Phase I. Service is available for pre-approved process loads in Phase II. The Tenant shall be responsible for coordinating available capacity, pressure, service connection, utility meter installation, etc., with the local utility. No Tenants will be allowed to use gas for domestic water heaters.

TECHNICAL GUIDELINES

Above-grade gas piping may utilize screw fittings for *low pressure* service up to two-inches in size where code allows. All *high pressure* or low pressure piping (2-1/2" and larger) shall utilize all welded fittings. Pipe routing shall be limited to predesignated areas.

Roof-mounted gas piping shall be installed on *free floating* prefabricated supports or equipment supports with roller assemblies.

All *piping shall be finished* with a rust inhibitive primer, color coded finish and identification labels.

Fire Protection

The Landlord supplied portion of the automatic fire sprinkler system shall utilize a wet system for Tenant spaces.

The Landlord's initial sprinkler system design will be based on a standard grid and spacing. The Tenant shall extend and complete the system from the capped connection provided or modify the existing system to accommodate the new finishes.

All systems shall be charged and operational when the Contractor is not on the Premises or a fire watch shall be posted by the Tenant. Schedule all work with the Landlord's Field Representative.

HVAC Equipment

Provide freeze protection for areas exposed to freezing conditions. Dry or chemical systems shall be used in areas unsuitable for wet systems.

The Tenant is responsible for the installation of heating and cooling equipment for the Premises.

TECHNICAL GUIDELINES

Reheat coils shall not be utilized for sub-zoning.

Roof top installations shall utilize equipment designed for outdoor application. Units shall be downflow or utilize manufactured downflow adapters and matching full perimeter curbs.

Split system installations shall utilize factory matched components.

All systems shall be provided with two-inch high efficiency *filters*, 5 year minimum compressor warranty, compressor protection *timers*, and factory *mixing box* (where available).

Condensate drain piping shall be pitched a minimum of 1/4" per foot away from the drain pan and incorporate a properly designed trap as recommended by coil manufacturer to prevent air binding, intake or loss. Condensate drains shall terminate in a code approved building waste system within the Tenant's space. Drains from secondary condensate pans shall terminate over a plumbing fixture.

Air Distribution

All air distribution systems shall be designed, constructed and installed as recommended by ASHRAE and SMACNA. Systems shall be designed and components selected such that ductwork external to the building will not be required.

All ducts, diffusers, grilles, registers, etc., shall be protected to maintain the rating of the construction in which they are installed or pass through.

All ductwork shall be shop fabricated galvanized steel sealed for low leakage. Flexible connections shall be utilized at all equipment with moving or rotating components. Ducts shall be insulated for thermal and acoustic purposes. Filters shall be utilized for units operating during construction. A preoccupancy filter change must be performed.

Display windows must be ventilated to remove the lighting heat gain.

All air distribution devices and systems shall be selected for a maximum noise criteria level of NC35. Neck velocities shall not exceed 800 FPM.

The air distribution system shall provide adequate air motion to all portions of the demised space. All conditioned areas shall have even temperature distribution without excessive air motion. Supply air shall be distributed from lowest ceiling elevation.

Supply Air

TECHNICAL GUIDELINES

Linear, slot or louvered face *diffusers* may be utilized for supply air. Perforated face diffusers are not acceptable. Air diffusers, registers, and grilles shall be factory finished. Mounting frames shall be provided to facilitate removal.

Ductwork shall be sized for a maximum *friction loss* of 0.10 inches of water column per 100 feet of duct at design airflow. Branch duct runouts shall include a balancing damper.

Flexible duct may be used only for low pressure runouts to individual diffusers. A flexible duct runout shall not exceed five feet in length.

Return Air

Installations shall employ a fully ducted return air system. Return air registers shall be located at the highest ceiling elevation to eliminate heat buildup.

Use of the ceiling cavity as a plenum may be approved at the discretion of the Landlord subject to code restrictions.

Exhaust and Replacement Air

Exhaust only systems should be utilized for total exhaust requirements less than 2,500 CFM for retail areas. Coordinate replacement air and makeup system requirements for larger exhaust capacities during the design phase of the project. Food Court Tenants shall draw replacement air for only Landlord thermal exhaust from the mall Common Area.

Replacement air for exhaust systems shall be provided by air drawn from the Common Area, outside air portion of supply air, and/or separate make-up air units. Up to 90% of the replacement air shall be provided from within the Tenant space with the other 10% (minimum) drawn from the adjacent areas.

All exhaust systems shall be powered by a fan and include automatic controls, backdraft or automatic damper to close on fan shutdown, disconnect at fan, bird or insect screens, and mounting base to match the installed roof curb (or support) or a factory-fabricated roof cap with matching curb.

Graphically depict transfer path for replacement air on plans. Indicate required free area of openings.

Toilet Exhaust

Toilet exhaust system shall be independently routed to the building exterior.

Toilet exhaust fans up to 150 CFM shall be designed for intermittent operation.

Multiple fixture public restrooms requiring over 150 CFM shall be designed for continuous fan operation.

TECHNICAL GUIDELINE

The fan shall be controlled by the toilet room light switch and delay timer to provide intermittent operation and include a backdraft damper.

Thermal Exhaust

Food Court Tenants shall utilize thermal exhaust for the primary cooling source. Provide thermal exhaust registers and extend ductwork (if required) to the Landlord-supplied duct. Maximum velocity through registers shall be 400 FPM.

Locate registers directly adjacent to major heat producing equipment and as needed to sweep air through the space. If the ceiling cavity is not sealed airtight, fully duct the system. Replacement air shall be drawn from the Common Area.

Kitchen Exhaust

Kitchen exhaust fans shall be equipped with vertical upblast discharges and a code approved grease receptor. Motors shall be located out of the air stream. Installations that require access through the fan for cleaning shall include a hinged fan mount with a flexible electrical connection.

A manufactured grease containment system (*Grease Guard* or approved alternate) shall be installed around all kitchen exhaust fans. System shall include a containment basin and replaceable grease absorbing media.

Provide auxiliary normally open and closed hood fire extinguishing system alarm contacts for connection to Landlord's fire alarm system. Tenant shall extend wiring from contacts to the termination point designated by the Landlord and utilize a contractor designated by Landlord for all hardware and software modifications required to complete the interface.

Grease filtration equipment shall be selected for optimal efficiency.

Maximum control system voltage in the occupied space shall be 24 volts. Relays, contacts, etc., shall have status indicators.

Provide the necessary smoke or ionization detectors and interlocking devices for Life Safety systems. Detectors shall have auxiliary contacts. No interconnection with base building Life Safety System shall be allowed except for monitoring or alarm purposes as required by local code. Where interconnection is required, Landlord specification devices must be utilized. Tenants must utilize the Landlord's designated contractor for all hardware and software modifications to complete the system.

The Tenant shall complete the interface with the Landlord's energy management system. Operation of the interface must be demonstrated for the Landlord Field Representative prior to final occupancy.

Include a sequence of operation for all mechanical equipment.

Design Guidelines

The Tenant's electrical service and equipment must be compatible with the overall electrical system for the Center with a special emphasis on energy conservation and energy management.

The Tenant will be required to complete electrical systems within and directly for the Premises incorporating Landlord-provided conduit and switch. Include a notation on contract documents requiring Tenant Contractor to employ contractor designated by Landlord to complete all connections to Landlord switchgear and for fuse installation.

The design, materials and installation shall conform to the best current practice and shall be consistent with good engineering practice, manufacturer's recommendations, industry technical references and standards.

The Tenant shall submit a written request for upgrades and/or deviations from specified utility capacities or minimum criteria requirements. Upgrades shall be subject to availability and based upon a justified need. Tenants must submit to the Landlord an itemized summary of their proposed electrical requirements regarding increased load, service switch, fuse protection, service conduit and wire.

Modifications to existing systems that are required to accommodate Tenant improvements shall be clearly defined in both the contract documents and a written request for deviation. Modifications to existing Landlord systems shall be performed by a contractor designated by the Landlord.

Documentation

Calculations and documentation are required to validate design requirements. Information shall be sufficient to allow thorough analysis of the design. Completed Landlord forms shall be submitted in addition to any consultant-specific forms, code compliance submittals or software outputs.

Service Entrance

Phase I Tenants are customers of the utility and Phase II Tenants are served by a Landlord redistribution system, however, the design should be executed as if the Tenant were acquiring power directly from the utility company. The Mall Plan identifies Phase I and Phase II areas. Only one single service will be permitted.

Permanent service supplied to Tenant spaces shall be delivered from a location designated by the Landlord. Refer to Electrical Summary in the Tenant Information Package for system voltage. Tenant shall provide at service entrance a single main disconnecting device or not more than six grouped devices. An empty conduit, sized to accept copper conductors of an ampacity based on the loads indicated in the Electrical Summary included in the Tenant Information Package, has been provided to each Tenant space as well as a switch with fuse provisions located in a Landlord-supplied distribution point.

Maximum Service Sizes

Maximum service size shall not exceed code restrictions and the values indicated in the Electrical Summary.

Balance

Service to each Tenant shall be arranged to maintain a balance between phases of 10% or less. Landlord will require that adjustments be made if the load imbalance exceeds 10%.

Short Circuit Current

The Landlord will provide the available fault current level existing at the connection to the Landlord's service distribution point. All equipment shall be installed to withstand the available short circuit current within the Tenant space.

Grounding

All equipment, devices and fixtures shall be grounded in compliance with NEC and UL requirements. The plumbing piping system shall not be used as

a ground. Transformer neutrals shall be securely grounded to the building steel only using a *Cadweld* connection.

General Provisions

Temporary power will not be provided. Tenant contractor must install permanent feeder conductors from the Landlord's service distribution point immediately for use as the source of light and power during construction.

All boxes shall have devices or light fixtures installed, or they shall be appropriately covered or capped. All panels and other electrical equipment must have covers with complete directories. Remove all temporary wiring.

Systems or obstructions that impact the Tenant's design shall be clearly identified on the contract documents.

Existing Installations

Reuse of all or part of existing installations is subject to field verification of the capacity and condition of the components. Contract documents shall provide information on the condition of all components to be reused.

Lighting and Power

The Tenant is responsible for providing and installing all lighting and power equipment necessary to complete the electrical system for the Premises.

Wires, Cables and Conduit

Distribution feeders and subfeeders up to 150 amperes shall be copper and over 150 amperes may be copper or aluminum with approved compression lugs used at terminations. Maximum wire size shall be 500 MCM copper or 750 MCM aluminum. Minimum wire size shall be #12 AWG for light and power. Insulation shall be THW or THHN-THWN.

All wiring shall be color-coded as follows:

208/120 volt systems	480/277 volt systems
Phase A - Black	Phase A - Brown
Phase B - Red	Phase B - Orange
Phase C - Blue	Phase C - Yellow
Neutral - White	Neutral - White with tracer or gray

Color-code shall identify the same phase throughout the system, from service switch or transformer through all branch circuitry.

Type MC cable, electric metallic tubing and rigid galvanized conduit are permitted.

Type MC cable shall consist of a corrugated seamless aluminum tube enclosing one or more THHN conductors, or be of the interlocking jacket type. Cable shall be supported at not more than six-foot intervals, and all fittings shall be identified for use with said cable. Cable shall not be used for service entrance.

Non-metallic conduit is not permitted above grade. Tenants are encouraged to design their space to minimize the need to penetrate the floor slab.

All conduit runs shall be designed to present a neat and orderly appearance, running lines parallel with building structure or walls. Proper fittings shall be provided when crossing building expansion lines.

Rooftop units and exhaust fans are to be wired through the roof curbs or utilize factory-fabricated roof piping curbs. Pitch pockets are not allowed.

Circuit and Motor Disconnects

Disconnect switches shall be general duty. Provide NEMA 1 enclosures for interior locations and NEMA 3R enclosures with rain-tight hubs for exterior locations. A line voltage, horsepower-rated disconnect switch shall be installed adjacent to each motor.

Transformers

All transformers shall be three-phase. Single-phase transformers are not allowed. 15 kVA and smaller shall be wall-mounted above the panelboard. Transformers shall have Class H insulation, with multiple taps above the rated voltage. Demand load shall not be greater than 80% of the transformer rating. The connected loads shall be balanced so that a variation of amperage among the phases of less than 10% is present.

Distribution

Tenants have the option of installing switch and fuse or circuit breaker type distribution panels. If distribution is made from a trough to several fused switches and/or panels, separate taps shall be made from the feeder to each load. Parallel feeders shall be spliced together adjacent to each tap.

No tap shall be made that does not terminate in fuse or circuit breaker protection immediately adjacent to the trough, except for a tap that is suitably protected by the service fuse. All panels are to be UL-labeled. If circuit breakers are installed, use only bolt-on type. The neutral bus in all panels is to be isolated from a grounding bus.

Lighting and Receptacle Panels

All panels are to be UL-labeled with bolt-on type circuit breakers.

208/120 volt lighting and/or receptacle panels must be protected individually. A device ahead of a transformer supplying that panel is unacceptable.

480/277 volt panel bus shall be suited to its protection as well as adequate for the design load plus a minimum of 15% spare. Multi-pole loads shall be protected by multi-pole circuit breakers having common trip and single handle. Handle ties and trough clips or pins are unacceptable. Panels are to be UL-labeled with bolt-on type circuit breakers.

Illumination

UL-labels must appear on all lighting fixtures. Flexible conduit tails, up to six feet in length, may be used between junction boxes and recessed lighting

fixtures. Outlet boxes may serve up to four separately recessed fixtures. Ballasts shall be high-power factor CBM labeled.

The Tenant shall supply and install all required emergency, exit route and exit sign lighting for the Premises. Battery backup operated fixtures are required for emergency and exit lighting.

Signing and storefront illumination is to be time clock controlled.

Life Safety Systems

Tenant must use Landlord's designated contractor for all hardware and software modifications to complete Life Safety Systems interface.

For Tenants in Phase I only, interconnection with base building life safety systems shall not be allowed except for monitoring or alarm purposes when required by local code.

For Tenants in Phase II only, signal circuit cable is available at Landlord designated locations for connection to Tenant fire alarm signaling devices.

Telecommunications

Tenant shall be responsible for providing telephone service cable from Landlord/Bell Operating Company distribution points located within the building. For Tenant spaces with no direct access to a service corridor with a distribution point, an empty conduit may be provided across occupied areas.

All wiring must be installed in fire-stopped sleeves when passing through partitions.

Building Type and Group Classifications

The base building was permitted under the *Standard Building Code, 1988 Edition with 1989/1990 revisions*, State of Louisiana.

Electrical Code	National Electrical Code, 1990 Edition
Plumbing Code	National Fuel & Gas Code NFPA 54-1988 Edition. State of Louisiana Sanitary Code, Chapter. XIV 1984 Edition
HVAC	Standard Mechanical Code, 1991 Edition
Fire Safety	Life Safety Code, 1980 Edition
Handicapped	ADA - ANIS 117A 1980 Edition
Health	Food - 0093 - Under Chapter 23 L.A Public Health Code
Classification - Business Zone.	
Classification #818 for Retail Permits.	

Demolition and Renovation

Reuse of all or part of existing installations is subject to the field verification of the condition of the components. Contract documents shall provide minimum performance parameters, refurbishing specifications and establish a verification procedure requiring a written report. This report shall detail inspection and service performed, repairs and additional recommendations. Copies of field verifications shall be submitted to Landlord to validate reuse.

Any existing materials or equipment not to be reused must be completely removed and disposed of properly. Repairs required to roofing systems or other parts of the Center must be completed to Landlord’s specifications.

Penetrations that are not to be reused shall be repaired to match existing surfaces.

Floor Penetrations

All floor penetrations through concrete slabs must be core-bored or saw cut, sleeved, sealed, firestopped and waterproofed. All piping sleeves shall extend a minimum of four inches in height or equal to the height of the base. Provide temporary protection until construction is complete.

Construction Ratings

Where a Tenant abuts an exit corridor or exit passageway, Tenant shall install two layers of 5/8" fire-rated gypsum wall board in accordance with UL Design # U411.

All metal stud demising walls shall be finished with one layer of 5/8" fire-rated gypsum wall board in accordance with UL Design #U465.

Structural

Proposed modifications to the base building shall be designed, sealed and signed by a Professional Structural Engineer licensed to practice in the state of the building site. Tenants shall notify the Landlord in writing of any loads in excess of Landlord's design.

Any and all of Tenant's equipment or fixtures to be hung from Landlord's structure shall be suspended from the top chord of a joist at the intersection of the top chord and diagonal members.

Additional structural reinforcement shall be provided for all openings and equipment.

Broadcast/Data Communication

Data Communication Service

Data communication and broadcast signal needs can be met at the Center by subscribing to one of the services available or, when specialization requires it, by requesting an individual installation.

Landlord has made arrangements with national vendor(s) to provide data communication services within the Center. Tenants must contact vendor(s)

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Satellite Dish/Antenna Installations

for subscription and installation information. Landlord will not approve individual installations where needs can be met by national vendor(s).

Individual installations may be approved for Tenants with specialized data communication and/or broadcast requirements. Landlord's written approval is required for each installation.

TECHNICAL GUIDELINES

Tenants must complete a *site survey* to determine terrestrial or other interference, roof profile, and building structure and systems that may impact installation.

Select an *installation location* in close proximity to the equipment served that minimizes access through adjacent spaces and length of the cable run and is not highly visible from street level around the property.

Ballast mounts for supporting *roof-mounted communication equipment* are not permitted. Five-inch masts must be attached to an interior building column and not in a valley line or next to other roof-mounted equipment. Building structure shall be reinforced to withstand additional loading. Final connection of the mast shall be bolted to building structure.

The *mast and wiring* must penetrate the roof through a factory-fabricated curb and piping waterproofing system. The mast shall include a rain collar.

All wiring must be labeled. The *labels* shall be no further than twenty feet apart and identify use, Tenant name and space number. Roof-mounted components must be labeled with the same information.

Wiring shall be affixed to the building structure. It cannot lie on the ceiling or be attached to conduit, sprinkler pipes, etc.

General Provisions

All Tenant Work is subject to Landlord approval and shall conform to the guidelines presented in the Tenant Information Package. Tenant should discuss their design concept and raise any specific questions with the Landlord's Tenant Coordinator before beginning preliminary design work.

Compliance

All Tenant Work shall conform to applicable statutes, ordinances, regulations, codes, all requirements of Factory Mutual Insurance Company, and all rating bureaus. Tenant shall obtain and convey to Landlord all approvals, tests and inspections with respect to electrical, HVAC, plumbing and telephone work, all as may be required by any agency or utility company.

Landlord's review of contract documents is for design intent and criteria compliance only.

Site Verification

Tenant shall be obligated to have his agent conduct an on-site verification of all dimensions and field conditions prior to proceeding with Tenant Work. Discrepancies shall be reported to the Landlord prior to acceptance of space.

Contract documents shall establish a discrepancy resolution procedure.

Discrepancies related to Landlord provided utilities or system components shall be reported to the Landlord's Field Representative for resolution.

No alterations shall be made to Landlord's building systems by Tenant.

Design Team

Tenant is required to retain an Architect and a Professional Engineer, licensed to practice in the state of the building site, to prepare contract documents.

The Tenant shall notify the Tenant Coordinator of the name, address and telephone number of his design team.

Tenant Coordinator Role

The Landlord has assigned a Tenant Coordinator to assist the Tenant through design and construction of the Premises. See Project Directory for name, address and telephone number of the Tenant Coordinator.

Included among the specific responsibilities of the Tenant Coordinator is the coordination of activities in the following areas:

Design Phase

Provide the Tenant with a Tenant Information Package that includes Landlord information necessary for the preparation of preliminary design submittal and contract documents.

Respond to questions pertaining to the intent of information contained in the Tenant Information Package.

Review and approve Tenant's contract documents.

Construction Phase

Monitor Tenant construction to ensure compliance with Landlord approved contract documents.

Interface with Tenant or Tenant's agents during construction of the Premises to facilitate any required modifications that may be directed by local building officials or predicated by field conditions.

Submittal Requirements

Using material contained in the Tenant Information Package, the Tenant shall direct preparation of a preliminary design submittal and subsequent contract documents for the Premises.

DOCUMENT IDENTIFICATION

All submittals must be specifically to the attention of the Tenant Coordinator and must be clearly identified with the following:

Mall name and location

Tenant store name and space number

Tenant's Architect/Store Planner/Engineers

SUBMITTAL PHASES

Documents must be submitted in three phases:

Preliminary Design

Contract Documents

Record Drawings

Preliminary Design

The Lease will establish a date for the Preliminary Submittal, however, providing this information to the Landlord as early as possible will facilitate the review process.

DOCUMENT SUBMITTAL

Tenant's preliminary submittal shall convey the design intent. This submittal may include, but not be limited to, the following items to ensure that the intent is clearly understood:

Key plan showing location of Premises within Center

Storefront and interior elevations

Lighting scheme

Photographs of similar stores

Renderings or perspective sketches

Floor plan

Location of specialty equipment

Fixture layout

Finish schedule and material samples

Final Contract Documents

APPROVAL

Documents will be returned to the Tenant with comments. After the preliminary design submittal has been approved, the Tenant's design team shall proceed with contract documents, incorporating the design suggestions and comments of the Tenant Coordinator.

Design approval made in good faith does not restrict the Landlord from further comments upon review of contract documents.

For final contract document review, the Tenant must submit one reproducible and three copies of contract documents within the time frame set forth in the Lease Agreement.

DOCUMENT SUBMITTAL

Contract documents shall contain the following:

Key plan showing location of Premises within Center.

Demolition plans showing all existing equipment and installations to be removed.

Floor plans to scale indicating construction, materials, colors and finishes, closure location(s), and toilet room(s).

Merchandising fixture plans and details.

Reflected ceiling plans indicating ceiling heights and materials, location of all lighting fixtures with manufacturer and catalog number, lamping and mounting (recessed, surface, etc.), location and type of sprinkler heads, and HVAC devices.

Storefront elevation and sections showing any graphics, signing, materials and finishes.

Interior elevations, sections and details.

Finish schedule.

Samples and color chips firmly attached to illustration boards and labeled clearly.

HVAC, plumbing and fire protection contract document requirements are defined in the “Mechanical Checklist” included in the Tenant Information Package.

Electrical contract document requirements are defined in the “Electrical Checklist” included in the Tenant Information Package.

Shop drawings of all proposed signing and special equipment.

Satellite dish and/or antenna location indicated on a scaled roof plan showing all equipment within a twenty foot radius, mounting and penetration details, cable routing, wind load calculations, and material and engineering specifications.

Contract Document Resubmittal

If the contract documents are required to be resubmitted, Tenant must revise and resubmit within the time frame as set forth in the Lease Agreement. The resubmittal must include one (1) reproducible and three (3) copies of contract documents. *Revisions must be numbered and clouded.*

Record Drawings

Upon completion of construction, a reproducible form of record drawings of the Premises must be submitted to Landlord. This submittal shall also include test and balance reports with the Tenant engineer of record approval.

General Provisions

It is the responsibility of the Tenant or his agent to submit contract documents to local authorities, obtain approvals and building permits, and pay all review, inspection or occupancy fees.

Within five (5) days prior to commencement of construction, Tenant shall submit to Landlord's Field Representative the name, address and telephone number of his General Contractor and other vendors responsible for work in the Premises.

Tenant General Contractor and Tenant's agents are referred to "EXHIBIT D -- "DESCRIPTION OF LANDLORD'S WORK AND TENANT'S WORK" for "Tenant's Work Standards" describing required legal compliance.

There will be no Tenant construction trailers allowed at the Center.

Tenant shall take all necessary action to prevent labor disputes and difficulties on the project, and shall do all things to avoid any work stoppage or delay on account thereof.

It is the Tenant General Contractor and Tenant's agents' responsibility to schedule all inspections required by regulatory agencies.

Construction will be inspected periodically by the Landlord to review progress, to ensure that the integrity of building systems is maintained, and to monitor for Center standards of conduct.

The Landlord's Field Representative may, under extreme circumstances, deem it necessary to temporarily halt construction for failure to comply with terms of the Lease, items in the Tenant Information Package, EXHIBIT E-- "RULES AND REGULATIONS," and/or Center standards. This may be accomplished by disconnecting the electrical service or securing the Premises.

Site Check-In

Upon completion of contract document approval and execution of the Lease (or other legal documentation as may be required to facilitate the commencement of construction), Tenant and/or his General Contractor must schedule and attend a pre-construction meeting on-site with Landlord's Field Representative to accomplish the following:

CONTRACTOR DOCUMENTS AND FEES

A copy of the *Building Permit*, a *Payment and Performance Bond* (if required by Lease), and a *Builder's Risk certificate of insurance* must be provided. See applicable sections in EXHIBIT D --"DESCRIPTION OF LANDLORD'S WORK AND TENANT'S WORK" for insurance requirements. (A copy of the basic exhibit is included in the Tenant Information Package.)

A *construction schedule*, including the work of the Tenant General Contractor as well as any other vendors, will be reviewed.

A list of all *project Subcontractors*, indicating company name, contact and business telephone number, must be provided.

The Tenant General Contractor must deliver a *damage deposit* in the form of a cashier's check made payable to Prien Lake Mall. Note: Landlord shall have the right to use all or any part of said damage deposit as reimbursement for any damage caused by Tenant or its agents to any mall finishes, base building, other stores, security service charges or mall clean-up charges.

Tenant or his agent must pay *fees* for services during construction, including but not limited to, electrical service/usage and trash removal. Additionally, Landlord will identify fees to be paid at a later date for drain down and re-filling of the fire sprinkler system each time this is required.

LANDLORD INFORMATION

An *access route* to the Premises will be identified for delivery of materials and equipment or removal of debris and trash accumulation.

Landlord-approved *contract documents* will be reviewed with the Tenant General Contractor. The Contractor will be required to sign acceptance of one set, acknowledging that construction will proceed according to those documents unless otherwise directed by local building officials or written instruction from Landlord. This set must be kept in the Premises at all times until the completion of construction to Landlord's standards. Any unauthorized construction will be corrected at Tenant's expense.

SCHEDULING & COORDINATION

Scheduling and/or coordination with the Landlord's Field Representative is required for the following installations or procedures:

- Any work requiring the use of heavy equipment, cranes, etc.--
- Installations of conduit and piping in or below the floor slab--
- Connections to domestic water, sanitary and grease waste, sanitary vent and natural gas--
- Location of remote reader for domestic water check meter--
- Installation of grease interceptors located outside the Premises--
- Requirements for color-coding and labeling gas piping--
- Installation of HVAC equipment--
- Any work required on the roof--
- Any work required at the Landlord's switchgear--
- Hardware and software modifications to complete the interface with Landlord's base building life safety system.

Storefront Barricade

A storefront barricade will be required prior to the commencement of construction. If the barricade is not already in place, Tenant General Contractor must install one to Center standards.

TECHNICAL GUIDELINES

Storefront barricades must be constructed with one layer of 5/8" fire-rated *gypsum wall board* on metal studs, taped and painted as directed by the Landlord's Field Representative.

The barricade *construction* must extend from floor to underside of Landlord's bulkhead in front of the space and may not extend more than three feet beyond the Lease Line without prior approval. Extreme care must be taken to prevent damage to the mall flooring. Provide a dust proof wrap at all openings.

Contractor's signs are not permitted on the barricade. The Center may install a standard "Coming Soon" sign for the Tenant.

For Tenant spaces without a rear service door, an inward-swinging (or as required by code), painted, *lockable door* may be installed in the barricade.

Walk-off mat must be provided inside the space at this door.

RELOCATION AND REMOVAL

Relocation of a storefront barricade to accommodate construction may not occur without the Landlord's Field Representative's prior approval.

Removal of the storefront barricade may not occur without the Landlord's Field Representative's prior approval.

Guidelines for Conduct

It is the Tenant's responsibility to assure that any and all of his agents abide by the rules and regulations published by Landlord from time to time, including, but not limited to, those pertaining to parking, toilet facilities, safety, conduct, delivery of materials and supplies, employee egress to the Center, and trash storage or collection or removal.

The Tenant General Contractor and Tenant's agents are held responsible for the actions and behavior of all parties under their direction. Safety for their own personnel and other Center occupants should always be foremost considerations.

PRIORITY CONCERNS

The following shall be enforced:

No loitering in the Center Common Area is permitted.

Authorization is required for limited use of the *mall restrooms* by construction personnel.

Meals not purchased from a Center vendor must be consumed within the Premises.

Alcoholic beverages, excessively loud *audio equipment*, and *firearms* are strictly prohibited on the property.

Work Standards

Landlord's Field Representative will act to remedy infractions of EXHIBIT E--"RULES AND REGULATIONS," Guidelines for Conduct, and these Work Standards. Contractors will be charged for materials required and services rendered for those remedies.

GUIDELINES

Access to the Center roof is restricted and must be scheduled through the Landlord's Field Representative. One day advance notice is required for coordination when cranes or helicopters are to be employed for installation of rooftop equipment.

Access to Landlord's switchgear is restricted and must be scheduled through the Landlord's Field Representative.

Temporary *protection* of all openings shall be provided.

Landlord HVAC openings must be protected with *filter media* during construction.

Notify Landlord's Field Representative in advance of any cutting, grinding, excavating, jack-hammering, welding or any other work that could *disrupt business or pose a hazard* to the safety of Center occupants.

Accommodations can be made for *after-hour entry* into the Center by contacting the Landlord's Field Representative in advance.

No Tenant improvements shall be *attached* to or *suspended* from Landlord systems, such as ductwork, piping, lateral bridging, conduits, etc.

All personnel working in the Premises must use only *designated parking areas*. Use of the driveways, fire lanes or truck docks restricted to loading and unloading only.

The Premises and surrounding areas will be kept clean of debris and trash accumulation. *Construction debris* must be deposited daily into designated trash containers. Use of mall compactors is prohibited.

PAINTING AND LABELING

Tenant shall *not allow paint* to cover or affect the following:

Sprinkler heads	Piping or conduit labeling
Building automation/temperature control devices	Fire/smoke detection sensors
Manufacturer and UL labels	Audio visual alarm devices

Tenant's store name and space number must be applied to any *non-customer door* for receiving merchandise. Refer to local property management for criteria.

Tenant's store name and space number must be stenciled in contrasting color on all *rooftop equipment*. Letters shall be a minimum of two inches high.

SPRINKLER SYSTEM WORK

Before any work can begin on the Tenant's sprinkler system, the Landlord's Field Representative must be given one day *advance notice*.

The Contractor will be required to pay a *drain down/re-filling fee* to Landlord's Field Representative in advance.

While the system is drained, the Contractor is responsible to provide fire extinguishers and post a *fire watch* as required.

The sprinkler system must be fully charged and operational when the contractor is not on the site. *Under no circumstances will a sprinkler system be left drained overnight.*

Delivery and Access

Access and deliveries through the Common Area or public entrances will only be permitted when it is physically impossible to make such deliveries through service corridors. Prior permission for deliveries through Common

Area or public entrances must be obtained from the Landlord's Field Representative.

To protect mall flooring, all carts and dollies for moving equipment and material are required to have pneumatic tires. Solid rubber tires are permitted in service corridors only. Metal wheels are not allowed.

Unattended vehicles left at unloading areas or blocking access to an unloading area will be towed at the vehicle owner's expense.

Receiving

The Tenant and his agents have the responsibility to assure that the proper address for all deliveries is provided to UPS, Federal Express, trucking companies, etc. Deliveries cannot be accepted on behalf of the Tenant or his agents.

Any materials, store fixtures and merchandise received on-site for a Tenant must be immediately placed in the Premises. Storage of such materials in the Common Area, service corridors or unloading areas will not be permitted. Any such materials found in those areas will be disposed of by the Landlord.

Inspection and Acceptance

Upon substantial completion of Tenant's Work in the Premises, Tenant and his Contractor must schedule with Landlord's Field Representative to conduct a final inspection and prepare a punchlist which enumerates any areas of construction, fixturing, lighting or lamping, merchandising, etc., that are not in accordance with the Landlord-approved plans or Lease. The storefront barricade may not be removed until this inspection and any required corrections have been completed.

Landlord shall conditionally accept Tenant's Work in the Premises at such time as documentation described in EXHIBIT D -- "DESCRIPTION OF LANDLORD'S WORK AND TENANT'S WORK" is provided. That documentation

includes proof of payment, Tenant's Affidavit of Payment, Tenant Contractor's Affidavit of Payment, Certificate of Occupancy, and a reproducible set of record drawings. Blank lien waivers and affidavits are provided in the Tenant Information Package.

Material Safety Data Sheets

Material Safety Data Sheets must be provided to Landlord's Field Representative for all composition construction materials (mastics, composition tile, mud, ceiling tiles, etc.), certifying that those materials DO NOT contain asbestos or other hazardous materials. These sheets must be provided prior to the refund of any damage deposits.

If installed materials are suspected of containing asbestos and cannot be certified as asbestos-free, they shall be removed at Tenant's expense within 60 days of the issuance of the Certificate of Occupancy. All ballasts must be certified free of PCB's.

