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
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)
- Miscellaneous