

Tenant Construction Manual



Revised 09/22/2017

Tenant Construction Rules and Regulations

1. Introduction:

The following set of Construction Rules and Regulations has been created to facilitate the most productive work environment for all parties given the fact that you will be working in a functioning shopping center. Your cooperation along with your associates is required for the success of the center as well as your project. Any questions or concerns that may arise regarding these rules

during the construction of your space should be brought to Great Northern Mall management immediately. Great Northern Mall's management staff is here to help facilitate the construction and the opening of your client's store and we will do whatever is necessary to make this a productive process.

2. Project Directory

Tenant Coordination, Star-West Great Northern Mall, LLC Inc. for Great Northern Mall

Brenda Sparks, Manager
 Tenant Coordination
 Starwood Retail Partners
 1 E Wacker Drive, Suite 3600
 Chicago, IL 60601
 Office: (312) 283-5115
 Cell: (315) 345-1389
 Email: bsparks@starwoodretail.com

Great Northern Mall
 4954 Great Northern Mall
 North Olmsted, OH 44070
 Office: (440) 734-6304
 Facsimile: (440) 734-4365
 Jeff Preg, Operations Manager email: jpreg@starwoodretail.com
 Cell: (330) 671-0305

Government Agencies

Building Departments

North Olmsted Building Department 5200 Dover Center Road North Olmsted, OH 44070 (440) 777-8000	Building Inspector – John Schneider Electrical Inspector – Neal Dorenkott Mech./Ppb. Inspect. – Mike Reynolds
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Fire Department

North Olmsted Fire Department 24291 Lorain Road North Olmsted, OH 44070	Fire Inspector – Mark Weston (440) 777-1214
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Health Department

Cuyahoga County Board of Health 5550 Venture Dr. Parma, OH 44130	Health Inspector – Annie Bartosh (216) 201-2001 ext. 1276 abartosh@ccbh.net
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Utility Representatives

<u>Electric Company</u> The Illuminating Company 696 Euclid Avenue Cleveland, OH 44115	(440) 546-8809 Main Number (800) 589-3101
<u>Telephone:</u> SBC Ameritech	(800) 660-3000
<u>Water:</u> City of Cleveland Division of Water 1201 Lakeside Avenue Cleveland, OH 44114	(216) 664-2444
<u>Gas:</u> Dominion East Ohio Gas Co. 1201 E. 55 th Street Cleveland, OH 44101-0759	(216) 361-2345

Landlord's required contractors:

Life Safety-Final Tie-In and Programming

Simplex/Grinnell
13500 Darice Pkwy., Ste. B
Strongsville, OH 44149
Dave Martin
(440)783-0300 or (440)732-1627

Roofing

Arkra, Inc.
12415 Elmwood Ave.
Cleveland, OH 44111
Mark McNamara
(216)476-8800

Waste Removal Keter

Environmental
Sonia Bittle
(317)215-5227

Baricade

Boston Barricade Co.
Eric Abel
(772)257-7177
sdonaldson@bostonbarricade.com

Recommended Contractors: Open Shop

Fred Olivieri Construction
6315 Promway Avenue
North Canton, OH 44720 (330)494-1007

London Ridge Contractors Inc.
3214 St. Clair Ave.
Cleveland, OH 44114
Ron Wassum
(440) 487-3144

Neshkin Construction
3214 St. Clair Avenue
Cleveland, OH 44114
(216) 241-3397
Alan Pollack

ELECTRICAL

Northern Premier Electric
4862 Deer Run Drive
Lorain, Ohio 44053
440-653-3218
Kevin Herring

Ullman Electric
7719 Carnegie Avenue
Cleveland, Ohio 44103
(216) 432-5777
Ron Ullman

Harrington electric
3800 Perkins Ave.
Cleveland, Ohio 44114
216-361-5101

Lorig Mechanical 2317 Pearl Road
Medina, OH 44256
(330) 273-7344
Steve Balazas or Jim Lorig

SPRINKLER

Bassett Sprinkler
4250 West 130th Street
Cleveland, OH 44135
(216) 476-2500

S.A. Comunale
70 East North Street
Akron, OH 44304
(330) 376-7178

Jack Rush Plumbing
4865 Orchard Road
Cleveland, OH 44128
(216) 587-2570 Jack Rush

PLUMBING

Commerce Plumbing Co.
5182 Richmond Road
Bedford Hts., OH 44146
(216)464-2345
Jeff Epstein

Roto-Rooter
5572 Brecksville Road
Independence, OH 44131
(216)573-7317
Ron Trebec

Hi-Lite Maintenance
10739 Kinsman Road
Newbury, Ohio 44065
(440)564-9778 Dave Wilkes

**SIGNAGE
INSTALLATION**

Wagner Sign
7135 West Ridge Road
Elyria, Ohio 44035
(440) 324-2535
Dan Beeman X 38

GENERAL CONTRACTORS

Recommended Contractors (Continued):

DEMOLITION

B & B Wrecking and Excavating
5801 Train Avenue
Cleveland, OH 44102
(216) 651-9092
Bill Baumann

Neshkin Construction
3214 St. Clair Avenue
Cleveland, OH 44114
(216) 241-3397
Alan Pollack

London Ridge Contractors, Inc.
3214 St. Clair Ave.
Cleveland, OH 44114
Ron Wassum
(440) 487-3144

HVAC

Roth Brothers
3847 Crum Road
Youngstown, OH 44515
(800) USA-ROTH

Reliance Mechanical
4965 Hamilton Avenue
Cleveland, OH 44114
(216) 289-3400

Allen Refrigeration Serv. Inc.
614 Moore Rd.
PO Box 293
Avon Lake, OH 44012
(440) 835-3369
Paul Allen

CARPENTRY/PAINTING/DRYWALL/METAL STUDS

Featured Interiors
19517 Drake Road
Strongsville, Ohio 44149
(440) 570-3860
Eric Brand

Neshkin Construction
3214 St. Clair Avenue
Cleveland, OH 44114
(216) 241-3397
Alan Pollack

London Ridge Contractors, Inc.
3214 St. Clair Ave.
Cleveland, OH 44114
Ron Wassum
(440) 487-3144

GLASS/GLAZING

Lakeland Glass
4994 Grove Avenue
Lorain, Ohio 44055
(440) 277-4527

Lorain Glass
1865 N. Ridge Road E. Ste D
Lorain, Ohio 44052
440-277-6004

Glass Inc.
13921 Triskett Road
Cleveland, OH 44111
(216) 252-9350

TILE/MARBLE/FLOORING

Corcoran Tile & Marble, Inc.
5197 West 137th Street
Brook Park, OH 44142
(216) 898-9921
Doug Taylor

Fred and Sons, Inc.
27709 Joyce Dr.
Columbia Station, OH 44028
(440) 236-5578

Cleveland Tile & Stone
5075 Taylor Drive
Bedford Heights, Ohio 44128
(216) 663-2400

AUTOMATIC DOORS/GATES

Advance Door
4555 Willow Parkway
Cuyahoga Hts., Ohio 44125
(216)883-2424
Mike Weir

Allied Door Systems
23020 Miles Rd.
Bedford Hts., OH 44128 P
216-587-2100

Action Door
201 E. Granger Road
Brooklyn Hts., Ohio 44131
(216)739-3667
Dino Mastantuono

3. Pre-Construction Meeting

Prior to the start of construction, a mandatory pre-construction meeting between Great Northern Management and the General Contractor must be held. This meeting must be scheduled at least three days prior to the proposed start date. At the pre-construction meeting, the following documents must be submitted:

- a) Building Permit including any municipal, county, state or federal permits.
- b) Proper evidence of Insurance Coverage (as outlines in Section 4)
- c) Contractor Deposit (as outlined in Section 5)
- d) Landlord's Final Approved set of Construction Drawings
- e) Permit set of Approved Construction Drawings
- f) Construction Schedule (as outlined in Section 6)
- g) List of telephone numbers and addresses for all contacts, including contractor's home office contacts, all sub-contractors, emergency numbers and contacts. (Exhibit B is to be fully completed prior to the Construction Orientation Meeting)
- h) Exhibit "A" signed by General Contractor (see attachment).

4. Insurance Requirements

- A. Tenant shall not permit its General Contractor to commence any work until all required insurance has been obtained and certificates evidencing such insurance have been delivered to Landlord.
- B. Tenant's General Contractor's and Subcontractor's Required Minimum Coverage's and Limits to Liability as defined herein and in accordance with Tenant's lease.
 1. Worker's Compensation, as required by State law, and including Employer's Liability Insurance with a limit of not less than Two Million Dollars (\$2,000,000.00) each accident, Two Million Dollars (\$2,000,000.) employee by disease, Two Million Dollars (\$2,000,000.00) policy aggregate by disease, and any insurance required by any Employee Benefit Acts or other statutes applicable where the work is to be performed as will protect Tenant's General Contractor and subcontractors from any and all liability under the aforementioned acts.
 2. Commercial General Liability Insurance (including Contractor's Protective Liability) in which the limits shall be not less than Three Million Dollars (\$3,000,000.00) per occurrence combined single limit, bodily injury and property damage. Such insurance will provide for explosion, collapse and underground coverage. Such insurance shall insure Tenant's General Contractor against any and all claims for bodily injury, including death resulting therefrom and damage to or destruction of property of any kind whatsoever and to whomever belonging and arising from its operations

under the contract whether such operations are performed by Tenant's General Contractor, subcontractors, or any of their subcontractors, or by anyone directly or indirectly employed by any of them.

3. Comprehensive Automobile Liability Insurance, including the ownership, maintenance and operation of any automotive equipment, owned, hired and non-owned, in the minimum amount of Three Million Dollars (\$3,000,000.00) combined single limit, bodily injury and property damage. Such insurance shall insure Tenant's General Contractor and all subcontractors against any and all claims for bodily injury, including death resulting therefrom and damage to the property of others caused by accident and arising from its operations under the Contract and whether such operations are performed by the General Contractor, subcontractors or by anyone directly or indirectly employed by any of them.
- C. Tenant's Protective Liability Insurance - Tenant shall provide Owner's Protective Liability Insurance insuring Tenant against any and all liability to third parties for damages because of bodily injury (or death resulting therefrom) and property damage liability of others or a combination thereof which may arise from work in connection with the Premises, and any other liability for damages which Tenant's General Contractor and/or subcontractors are required to insure against under any provisions herein. Said insurance shall provide policy limits which shall provide, at a minimum, coverage of Three Million Dollars (\$3,000,000.00) combined single limit, bodily injury and property damage.
- D. Tenant's Builder's Risk Insurance - Completed Value Builders' Risk Material Damage Insurance policy covering the work to be performed for Tenant in the Premises as it relates to the building within which the Premises is located. The policy shall include as insureds Tenant, its General Contractor, all subcontractors and Landlord, as their interests may appear. The amount of insurance to be provided shall be at one hundred percent (100%) of the replacement cost.
- E. All such insurance policies required, except as noted above, shall include Landlord, its Architect, its Consultant, its General Contractor, subcontractors, and parties set forth in the Lease and any other parties designated by Landlord from time to time as additional insured entities, except the Worker's Compensation Insurance; further provided, said Worker's Compensation Insurance shall contain an endorsement waiving all rights of subrogation against Landlord, its Architect, its Consultant, its General Contractor and subcontractors.
- F. Certificates of insurance shall provide that no reduction in the amounts or limits of liability or cancellation of such insurance coverage shall be undertaken without thirty (30) days prior written notice to Landlord.
- G. The insurance required shall be in addition to the insurance required to be procured by Tenant pursuant to the Lease.

The Commercial Liability and Umbrella/Excess Liability policies must name:

Star-West Great Northern Mall, LLC and Starwood Capital Global Group, L.P. and its or their subsidiaries, affiliates, directors, officers, members, managers, partners, lenders, agents employees and assignees, and other such entities hereafter as may be reasonably requested by owner, referred to collectively as additional insured. Coverage afforded to the additional

insured shall be on a primary basis. A separate Additional Insured Endorsement Form and State of Ohio Workers Compensation certificate must also be provided.

5. Contractor Deposit (As stated in Lease)

A construction deposit of \$5,000 (of which \$2,500 is non-refundable), in the form of a cashier's check made payable to Star-West Great Northern LLC, will be required upon sign-in. Access will be denied to the premises until the deposit has been received as stipulated above.

5a. Coordination Fee (If applicable)

Great Northern charges a coordination fee of \$1000.00 that is non-refundable for all new construction in the Center. This fee must be paid at the time of the pre-construction meeting.

6. Construction Schedule

General Contractor shall furnish a detailed construction schedule in graphic form detailing workflow. Essential start dates and completion dates are required for all trades. Deliveries of heavy items or in large quantities must be noted on the schedule. Access to loading zones and freight elevators will be limited and must be scheduled in advance with Great Northern Mall Management.

7. Tenant Utilities

It is required that Tenant or Tenant's General Contractor submit service work orders for utility services to be transferred into tenants name prior to construction. Contact information has been provided for you.

- Each Tenant is required to install an electric meter, (or have service placed in tenants name), for their space by contacting the local electric utility.
- A Gas Meter is required for tenants requiring the service.
- A water meter is required for all Tenants. A remote meter may be used but must be placed in an area that is accessible. Mall Management will advise if this applies to your space.

8. Contractor Work Area and Practices

General Contractor must conduct its labor relations / relations with its employees and sub-contractors in such a manner as to avoid strikes, picketing and boycotts of, on or about the job site and / or the Shopping Center. Any major noise which in Management's sole discretion may interfere with adjacent tenancies must be done after mall hours or prior to 8:00AM.

\$500.00 fine will be imposed for each infraction

Tools, work material and supplies shall be confined to the premises. No work or material is to be conducted on or stored in service corridors or mall common areas.

\$500.00 fine will be imposed for each infraction.

It is the General Contractor's responsibility to secure tools, equipment and material at the end of each day. General Contractor must provide an entry carpet within their barricade to prevent dust from trailing out to the mall common area. General Contractor shall also be responsible for the mopping and sweeping of common areas free of construction dirt and debris.

\$500.00 fine will be imposed for each infraction.

Tenant and General Contractor shall wear the appropriate attire to prevent injury to their personnel and other persons on the job site. Hard Hats are strongly recommended. Proper footwear and clothing are required within the new construction area to prevent injury.

Tenant and General Contractor shall protect their work from damage and shall protect the work of other Tenants and Landlord from damage by Tenant, General Contractor and/or employees and subcontractors.

9. Permit and Documents

All Permits, Inspection Sign-off sheets and Permit Construction Documents shall be posted securely in the premises. General Contractor shall notify Great Northern Mall Management when inspectors arrive for Building and Fire final inspections.

10. Loading Zone and Deliveries

Absolutely no deliveries can be made through the common areas of the mall during the hours of operation. All loading and unloading of materials will be restricted to Landlord designated areas only. No vehicles are to be left unattended. Unattended vehicles will be towed at owner's expense.

Only designated freight elevators are to be used for transport of delivered materials. Common areas, escalators, passenger elevators and freight elevators servicing the operational mall are never to be used.

Only carts or dollies with air filled or soft rubber wheels will be allowed.

All large deliveries or deliveries of heavy items are to be scheduled in advance with Great Northern Mall management. Loading and off loading areas are limited; if your loading or off loading requirements are in excess of ½ hour it must be scheduled in advance or the truck will be turned away. All delivery companies should have the Contractor's telephone number and alternate numbers.

11. Trash Removal

Trash removal is the responsibility of the contractor. Use of mall compactors is prohibited. Coordination for disposal must be made through Keter Environmental Services. Open top dumpsters may be placed at remote locations of the property only after obtaining permission from Great Northern Mall management. No debris may be stored in the common areas.

\$500.00 fine will be imposed for each infraction.

12. Use of Service Corridors

Service corridors are for the use of all Tenants to transport material and deliveries. No work or storage of material shall be conducted in service corridors. Any items found in the corridors shall be confiscated.

\$500.00 fine will be imposed for each infraction.

13. Parking Zones

Landlord has designated parking for Tenant's contractor and subcontractors (see attached site plan). Contractor's vehicles parked in No Parking Zones, Loading Zones and/or in non-designated areas will be towed at vehicle owner's expense.

14. Work Hours

Interior work may occur 24 hours a day. Noise that can bother neighboring tenants is limited to nonoperating hours. However, construction projects within the Food Court may require various additional operating approvals by Mall Management. Before and after hours work will need to be coordinated using the After Hours Permit. This permit identifies your workers to security as having permission to be in the mall during non-business. This permit is available at the mall management office and at the security dispatch office.

15. No Smoking Policy

Smoking is prohibited on the premises, common areas or base building construction site.

16. Barricade & Fence Policy

- A. Barricades are required for all store remodels and renovations and will be provided by the Landlord, the cost of which will be reimbursed by the contractor. (See fee schedule) Food Court barricade designs may require special approval by Mall Management. Barricade graphics are at the tenant or tenant contractor's expense. Great Northern Mall's barricade program requires the use of specific graphic elements and colors. Graphics are required to be installed within two days after painting the barricade. Mall Management shall have the option to install graphics at tenant's expense should this deadline not be met. Barricades may not be more than (4) four feet from the storefront. Lower level barricades are required to have a hard lid. Barricades once in place, cannot be removed without the approval of Great Northern Mall Management.
- B. Chain Link Safety Fence is required on all exterior construction projects. The Great Northern Mall specification is a six foot (6') tall galvanized chain link fence with 2" posts spaced at 10' intervals except at gates where a 3" posts are required. A top horizontal rail at 2" is also required to keep the fence rigid. The fence is to be wrapped with either a green or black tennis fabric to maintain appearances. The fence poles are to be installed by coring into the asphalt lot or lagging into the concrete surface, whichever is appropriate to the location of the installation. Sand bagged bases are not permitted. Specifically not permitted is flexible snow fence, and orange or red liners, plastic liners, or similar temporary products.

17. Back Door Name & Address

Landlord to provide and install store name and address placard.

18. Paint Color

Contractor needs to contact the Operations Manager for paint color. (Neutral Piers or Ceiling).

19. Quality of Workmanship

Merchant's work shall be performed in a thorough, first class and workmanlike manner and shall be in good usable condition at the date of completion thereof. If, in the Landlord's judgment, the Merchant's work is not completed in a first class and workmanlike manner, the merchant will not be allowed to open until said discrepancies are corrected.

20. Supervision

General Contractor shall provide a full-time supervisor or representative on site at all times when construction is being performed in retailer's space.

21. Approved Design

Retailer's store shall be constructed in accordance with the plans, which have been approved by the Tenant Coordinator. These plans will comply with all city, county, and state rules, ordinances and regulations relating thereto. If the store has not been constructed in accordance with said plans, the retailer shall not be permitted to open the store for business based on the obligations under the retailer's lease. A copy of said plans must be kept on the job-site at all times during construction.

22. Building Permit

Retailer shall apply for all permits, coordinate building department submittal and pay all associated fees. Retailer shall apply for, and obtain all approvals and permits from the local health department if required. Building permit shall be posted in retailer's space before any work begins (i.e., demolition, rough framing, rough plumbing or electrical). A copy of the permits must be on file with the mall management office before work starts, and a copy must be placed in clear sight within the job space.

23. Security

Retailer shall ensure the security of retailer's premises by whatever measures deems necessary including the re-keying of all locksets.

24. Sign Posting

Retailer's contractor or subcontractors will not be allowed to post any signage containing the name or advertising of their firm to any part of the barricade, Shopping Center or premises at any time.

Landlord reserves the right to post a Notice of Non Responsibility on any entry into space as required by retailer's lease. Landlord may also post "Coming Soon" signs on the front of the retailer barricade.

25. Tool Loan

Contractor must always use their own tools and equipment. At no time, will the landlord rent or loan tools or equipment to the contractor or subcontractor. If the Landlord's tools or equipment are found in the possession of the contractor or subcontractor, a fine will be assessed. (i.e., gray whales, trash bins, flat carts or ladders).

\$500.00 fine will be imposed for each infraction

28. Public Restrooms

Contractor and subcontractors are not to use public restrooms to clean their tools.

29. Prohibited Work / Practices and Hazardous Materials

Landlord reserves the right to not allow the use of any substance the Landlord believes may be hazardous when used in the shopping center.

Use of toxic substances including floor sealant and paint products shall be scheduled with Great Northern Mall management and will not be allowed between the hours of 8:00 AM and 10:00 PM of each day. If toxic substances are used during these hours, work will be discontinued and the site will

be shut down until approval to proceed work is granted by Great Northern Mall management and OSHA.

Any use of hazardous materials must be scheduled with Great Northern Mall management and MATERIALS SAFETY DATA provided prior to the start of construction.

\$500.00 fine will be imposed for each infraction.

30. Temporary Power for Construction

Landlord may provide a source for temporary construction power. General Contractor shall find a connection with the approval of Landlord. General Contractor shall be responsible for securing any wires and/or cables required preventing injury or damage to property and/or persons.

Connection to any other source of power is prohibited. The temporary power source is not to be used as a power source to power the entire store. Temporary power is for construction only and permanent power should be established as soon as possible. Temporary power will be billed at **\$100.00 per day**.

31. Fire Alarm System

General Contractor is required to use the designated base building Fire Alarm Contractor to complete all Fire Alarm (smoke detectors / duct smoke detectors) work within Tenant's premises at Tenant's cost. Existing smoke detectors must be covered or 'bagged' to prevent fouling and false alarms. Any false alarms will result in fines.

WARNING: It is imperative that General Contractors do not cut or disconnect any alarm wiring:

All new alarm wiring must be installed in red painted conduit: There will be no exceptions. At all points relating to the space under construction.

32. Air Balance/Smoke Exhaust

General Contractor shall submit to the Landlord a Certified Air Balance report stating the actual amount of cubic feet of air per minute (CFM) being used in the premises

33. Sprinkler System

General Contractor shall hire Landlord's designated sprinkler contractor. General Contractor shall be responsible to ensure that all sprinklers are capped and sealed at the end of each night. The system must be active each night and throughout the weekends. Any damages to property and/or persons will be the responsibility of the General Contractor. At no time, will there be a fire riser shutdown without the written approval of Great Northern Mall management in the form of the Fire Riser Shutdown Permit. Each Fire Riser Shutdown Permit shall be accompanied by a non-refundable check for \$ 300.00. No permit will be accepted without this check. The Shutdown Permit must be signed for by no later than 10AM for the next business days work, failure to do so will result in doubling the fee.

The security dispatch office must also be notified prior to a riser shutdown. Contact the Operations Manager for assistance.

\$500.00 fine will be imposed for each infraction.

34. Roof Penetrations

All roof work must be coordinated with Great Northern Mall management. General Contractor shall hire Landlord's designated roofing contractor and roof water proofing contractor.

General Contractor shall provide adequate structural support for all roof openings.

General Contractor shall install a non-fading, durable and permanent label with Tenant's suite number to all roof top equipment serving their space. This shall include, but may not be limited to, HVAC equipment and exhaust systems. Labels shall be attached to the maintenance panel covers.

35. Electrical Connections

Landlord has provided conduit to the premise's designated electrical panels and electrical room. Final connection to Landlord's panels must be coordinated with Great Northern Mall's management. The Electrical meter is the responsibility of the Tenant Contractor to procure and install from The Cleveland Electric Illuminating Co.

Tenant's Contractor is responsible for replacement of panel covers and work debris after completion.

All wiring leaving the tenant space must be installed in conduit, no exceptions will be made.

36. Hot Work

All work requiring open flames, excessive heat or sparks shall require a "Hot Work Permit". This may be obtained through Great Northern Mall management. No open flame or welding work can be performed without first obtaining a hot work permit.

37. Landlord Punch list

After the Final Building Department Inspection, a member of the Tenant Coordination team will compile the Landlord Punch list. The punch list must be completed in its entirety within 5 days of issuance. The Superintendent must be present during the completion of the punch list.

38. Corrective Work by Landlord

If General Contractor fails to make any needed repairs or replacements within 5 days of written notice, Landlord shall have the option to complete the work at General Contractor's expense. Such work will include, but not be limited to, trash removal from common areas or the removal of stored items in service corridors. Costs incurred by the Landlord will be charged to the General Contractor.

39. Close-out Package requirements

The following items will be required as a Closeout Package to be submitted to Great Northern Mall management prior to opening the store. (See Exhibit D and D.2)

- a) Copy of the Original Certificate of Occupancy
- b) Copy of all inspection sign off sheets
- c) All required warranties
- d) Full set of construction as built drawings
- e) A certified air balance report
- f) Completed Landlord punch list

- g) List of all sub-contractors and contract amounts
- h) Original notarized Unconditional Lien Waivers from all Sub-contractors
- i) Original notarized Unconditional Lien Waiver from General Contractor

Exhibit A

Tenant Contractor Orientation Checklist

Date:		Contractor:	
Space #:		Project Mgr.:	
Tenant:		Superintendent:	
Sq. Ft.		Superintendent:	

- Signed Lease or Early Entry Letter
- Building Permit
- Insurance Certificate from Tenant **and** General Contractor (each policy is required to name the additional insured language)
- Barricade Fee and Graphics Charge
- Deposit (\$5,000) Including Non-Refundable (\$2,500) and \$1,000 Coordination fee or as specified in lease
- Landlord’s Final Approved set of Construction Drawings
- Permit set of Approved Construction Drawings
- Construction Schedule
- Contractor Contact List
- General Contractor acknowledges receipt of Construction Rules and Regulations**

Company:

Center: Great Northern Mall

Name: _____

Signature:

Name:

Signature:

Date:

Date:

Construction Contact Sheet - PART 1

Exhibit B

Space No.: <input style="width: 100%; height: 20px;" type="text"/> Tenant Name: <input style="width: 100%; height: 20px;" type="text"/> Contractor: <input style="width: 100%; height: 20px;" type="text"/> Address: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> Main Office Tel.: <input style="width: 100%; height: 20px;" type="text"/> Main Office Fax: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>	Project Mgr.: <input style="width: 100%; height: 20px;" type="text"/> Office Telephone: <input style="width: 100%; height: 20px;" type="text"/> Office Facsimile: <input style="width: 100%; height: 20px;" type="text"/> Cellular/ Pager: <input style="width: 100%; height: 20px;" type="text"/> Superintendent: <input style="width: 100%; height: 20px;" type="text"/> Field Telephone: <input style="width: 100%; height: 20px;" type="text"/> Field Facsimile: <input style="width: 100%; height: 20px;" type="text"/> Cellular / Pager: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/>
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Sub-contractor / Supplier Listing

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt.:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt.:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	

Great Northern MALL

		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

Construction Contact Sheet - PART 2

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
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Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

TRADE			
Company:		Telephone:	
Address:		Facsimile:	
		E-mail:	
Contact:		Contract Amt\$:	

Exhibit C

Fee Schedule

The following fees are to be paid in advance: (If applicable/Fees stated in lease)

- _____ \$2,500.00
\$2,500.00 Refundable Deposit (Checks to:Star-West Great Northern Mall, LLC)
- \$1,000.00 Non-refundable Deposit
- \$100.00 Coordination Fee (if applicable)
- \$ 300.00 Temporary Electrical Power Per Day (if not using a generator)
- \$ 25.00 Sprinkler Shut Down Per Occurrence
- \$ 340.00
- Mall Tile Per Piece
- Per 30yd waste container
- \$50 per day (\$750 max) Construction Dumpster Fee – Payable directly to Landlord
- TBD Barricade / Graphics Fee (plus graphics)
- \$ 500.00 Electric Shutdown Fee (If necessary)
- \$ 50.00 2.5gal Mall Supplied Paint

\$ 500.00/night Fire Watch During Demolition (If necessary)

Company:	Center:	Great Northern Mall
_____	_____	_____
Name:	Name:	
_____	_____	_____
Signature:	Signature:	
_____	_____	_____
Date:	Date:	
_____	_____	_____

Exhibit D

Tenant Contractor Documentation

Space No.:	
Tenant Name:	
Contractor:	
Address:	
Attention:	
Main Office Tel.	
Main Office Fax:	

- Copy of the Original Certificate of Occupancy
- Copy of all inspection sign off sheets
- Full set of Construction As Built Drawings
- Certified Air Balance Report
- Completed Landlord Punch list
- List of all sub-contractors and contract amounts
- Original notarized Unconditional Lien Waivers from all Sub-contractors

- Original notarized Unconditional Lien Waiver from General Contractor
- Exhibit D.2 Tabulation

Company:	Center:
_____	_____
Name:	Name:
_____	_____
Signature:	Signature:
_____	_____
Date:	Date:
_____	_____

Tenant Contractor Infraction Log - Page 1
Exhibit D.2

Tenant Contractor Infraction Log

Space No.: _____ Tenant Name: _____ Contractor Office _____ Address: Cellular/ _____ Main Office Tel. _____ Main Office Fax: _____ Cellular / Pager: _____	Project Mgr. _____ Office Telephone: _____ Facsimile: _____ Pager: _____ Superintendent: _____ Field Telephone: _____
--	--

Date:		Name:		Section #:	
Infraction:				Fine Amount:	
Description:					

Great Northern MALL

TC Signature:

Date:		Name:		Section #:	
Infraction:				Fine Amount:	
Description:					





TC Signature:

Date:		Name:		Section #:	
Infraction:				Fine Amount:	
Description:					

TC Signature:

Rapid Entry KeyBoxes

All SupraSafes come with black polyester textured powder paint, wall anchors and bolts.
Optional through-wall mounting kits are recommended for non-recessed units for higher security.

	QTY.	PRICE	TOTAL
 SupraSafe 2HS Heavy Duty - 1/4" steel walls & door. 5"H x 4"W x 3-1/4"D		\$199.00	
 SupraSafe 2HSR Heavy Duty - 1/4" steel walls & door. 5"H x 4"W x 3-1/4"D with 7"x 7" flange		\$199.00	
SupraSafe 2HS/TS With tamper switch (connects to building alarm)		\$179.00	
Through-wall mounting kit		\$12.00	
Recessed mounting kit (simplifies mounting in masonry or concrete)		\$60.00	
 SupraSafe 1 (1 to 2 keys only) 1/8" steel walls & door. Tamper switch not available on this model. 3"H x 4"W x 2"D		\$129.00	
Through-wall mounting kit		\$12.00	
 Supra Max (for residential use only)		\$68.00	
With door mount hanger		\$58.00	
Wall mount		\$12.00	
Through-wall mounting kit		\$12.00	
Accessories Additional fire alert decals (one provided with every KeyBox)		\$1.00	

Registered fire department information:

Dept. Name (required): North Olmsted Fire Department
 City/State/Zip: 24291 Lorain Rd., North Olmsted, OH 44070
 Dept. System Code: B5812
 Fire Dept. Authorized Signature: [Signature]
 (Order is not valid and will be returned without signature)

Subtotal	
Shipping & handling per KeyBox: \$9.00	
Add state & local sales tax for ship-to address	
Grand total	

Prices are subject to change and are valid as of May 1, 2002.

Ordered by:

Company: _____
 Physical Street Address: _____
 City/State/Zip: _____
 Attention: _____
 Phone: _____

Ship to:

Company: _____
 Physical Street Address: _____
 City/State/Zip: _____
 Attention: _____
 Phone: _____

Installation site:

Company: _____
 Physical Street Address: _____
 City/State/Zip: _____

Fire Department Rapid Entry Systems Ordering Instructions

- This form must accompany order and have the appropriate authorized signature from the fire department.
- All KeyBoxes are shipped without keys. Contact the fire department for information concerning keys and lockup. Mounting instructions for KeyBoxes included with your order. Allow approximately (2-3) weeks for delivery.
- Please contact your fire department for specific mounting placement on your building.
- Payment:
 - VISA or MasterCard # _____
 - Expires _____ Signature _____
 - C.O.D. (Additional C.O.D. charge added)
 - Purchase Order # (if required) _____
 - Make check payable to Supra: Check # _____
 - Amount _____

Mail to: Supra Rapid Entry
 4001 Fairview Industrial Dr. SE
 Salem, OR 97302 or fax 503-375-9852



GE Interlogix