



# Tenant Construction Manual

## LOUIS JOLIET MALL

### Tenant Construction Rules and Regulations

#### 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 Mall Management immediately. Mall 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.

#### Project Directory

##### **Mall Management Contacts:**

Eric Loula  
General Manager  
(815) 439-1000

Dennis Strong  
Operations Director  
Starwood Retail  
(815) 439-1000  
Dstrong@Starwoodretail.com

Sandy Martinez  
Marketing Coordinator (barricade graphic approval)  
(815) 439-1000  
Smartinez@starwoodretail.com

Revision date: 12/31/18  
Operations-Construction- Construction Manual



**Tenant Coordination:**

Kristofer D. Frye  
Senior Tenant Coordinator  
Starwood Retail Partners  
1 E. Upper Wacker Dr., Suite 3600  
Chicago, IL 60601  
[kfrye@starwoodretail.com](mailto:kfrye@starwoodretail.com)  
Direct: 773-541-2886

**Government Agencies**

**Building Departments**

City of Joliet	Building Inspector: Jason Buss Telephone: 815-724-4070
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**Fire Department**

Joliet Fire Department	Fire Inspector: Jason Buss Telephone: 815-724-3527
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**Health Department**

Will County Health Department Northern Branch Office 323 Quadrangle Drive Bolingbrook, IL 60440	Health Inspector Telephone: 630-679-7000 Facsimile: 630-679-7015
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**Utility Representatives**

ComEd	Contact: Jerry Witty Telephone: 815-724-5017
NICOR Gas	Telephone: 815-727-5561
AT&T	Telephone: 1-800-244-4444

Revision date: 12/31/18  
Operations-Construction- Construction Manual



## Required Contractors for Construction

### Sprinkler

FE Moran	Contact: Kristin Jensen Telephone: 847-849-8794 Facsimile: 847-498-9084
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### Roofing

Combined Roofing Services	Contact: Bill Obrien Jr Telephone: 708-596-9600 Email Bill@combinedroofing.com
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### Waste Removal

Keter Environmental Services	<p>linda Philps Inside Operations Lead Keter Environmental Services Cell: 317.793.3871 <a href="mailto:lphillips@keteres.com">lphillips@keteres.com</a> <a href="http://www.keteres.com">www.keteres.com</a></p>
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### Fire Alarm System

Fox Valley Fire and Safety	Contact: Scott McMillian Office: 847-878-6171 Cell: 224-293-5326 Email: Scottmcmillian@foxvalleyfire.com
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### Barricade and Graphics

Boston Barricade Carolyn Zaluski	Office: 772-257-7320 <a href="mailto:czaluski@bostonbarricade.com">czaluski@bostonbarricade.com</a>
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### Netural Pier

OaktonArchitectural Glass	Jacob Dewey- 708-912-0114 <a href="mailto:jwewey@oaktonarch.com">jwewey@oaktonarch.com</a>
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Revision date: 12/31/18  
Operations-Construction- Construction Manual



## **Pre-Construction Meeting**

Prior to the start of construction, a mandatory pre-construction meeting between Mall Management and the General Contractor must be held one week Prior to start of construction. 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 outlined on page 5 of 16)
- c) Contractor Deposit (as outlined on page 6 of 16)
- d) Landlord's Final Approved set of Construction Drawings
- e) Permit set of Approved Construction Drawings
- f) Permit set of Approved Fire Alarm Drawings
- g) Construction Schedule (as outlined on page 6 of 16)
- h) 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 pre-construction meeting)
- i) Exhibit "A" signed by General Contractor (see attachment)



## **INSURANCE REQUIREMENTS - Contractor Work**

Please forward a copy of your current Certificate of Insurance. The below limits, Certificate Holder, Additional Insured Information, Blanket Endorsement, and Workers Compensation are required on the certificate. If the below requirements are incorrect, the certificate will not be accepted.

Please contact Laura Arboleda with questions at (815) 439-1001 or [larboleda@starwoodretail.com](mailto:larboleda@starwoodretail.com).

**1. CERTIFICATE HOLDER:** Star-West Louis Joliet, LLC  
3340 Mall Loop Drive, #1249  
Joliet, IL 60431

**2. ADDITIONAL INSURED:**  
Star-West Louis Joliet LLC and all entities and individuals that have any direct or indirect affiliation with or interest in Star-West Louis Joliet LLC; SRP Property Management, LLC; any holders of indebtedness secured by the Shopping Center; other entities or individuals Owner may designate from time to time; and, with respect to each of the foregoing, its managers, officers, directors, employees, agents, successors, and assigns.

**3. Include a blanket endorsement.**

**4. LIMITS:**

### **A LIMITS: Standard Contracts Greater than \$20,000**

General Liability

\$5,000,000 General Aggregate

\$3,000,000 Per Occurrence

Commercial Business Auto Liability

\$3,000,000 combined single limit

### **B LIMITS: Standard Contracts**

**Less than \$20,000** General Liability

\$3,000,000 General Aggregate

\$1,000,000 Per Occurrence

Commercial Business Auto Liability

\$1,000,000 combined single limit

Workers' Compensation and Employers' Liability:

Statutory Limits under Workers' Compensation

\$1,000,000 Employers' Liability

### Umbrella and Excess Limits

The addition of the General Aggregate number on the General Liability PLUS the General Aggregate of the Umbrella equals \$2,000,000, then the coverage is acceptable.

### Worker's Compensation and Employers' Liability

\* Statutory Limits under IL Worker's Compensation Law  
Minimum requirements by law for Workers Compensation liability coverage

Revision date: 12/31/18  
Operations-Construction- Construction Manual



## Contractor Deposit

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 Louis Joliet LLC, will be required at the pre-construction meeting. Access will be denied to the premises until the deposit has been received as stipulated above.

\*Unless otherwise noted in the lease.

## 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 Mall Management.

## 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 or meter socket with KW meter.
- A Gas Meter is required for tenants requiring the service.
- A Water Meter is required for all tenants with remote access. Must be in CF
- Fire alarm system is required for all tenants and tied into malls system. Required by city of Joliet.

## 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 Shoppingtown. Any major noise, which, in Management's sole discretion, may interfere with adjacent tenants, must be done after mall hours or prior to 9:00AM.

**\$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 prior to 8am each day.

**\$500.00 fine will be imposed for each infraction.**

Revision date: 12/31/18  
Operations-Construction- Construction Manual



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 sub-contractors.

## **Permit and Documents**

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

## **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 carts or dollies with air filled or soft rubber wheels will be allowed. Any delivery through mall entrances that is not hand carried requires Mall Management notification. The general contractor is responsible to provide and place plywood over exterior door thresholds, vestibule carpet and mall interior carpeting. No delivery carts will be allowed over carpeting without protecting the mall floor and carpeting from damage.**

All large deliveries or deliveries of heavy items are to be scheduled in advance with 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.

## **Trash Removal**

Trash removal is the responsibility of the contractor. Use of mall compactors is prohibited. Open top dumpsters may be placed at remote locations of the property only after obtaining permission from Mall Management. Waste containers should be removed during the weekends. No debris may be stored in the common areas or Loading Docks.

**\$500.00 fine will be imposed for each infraction.**

## **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.**



## **Parking Zones**

Contractor's vehicles parked in No Parking Zones, Loading Zones and/or in non-designated areas will be towed at vehicle owner's expense. All contractors are required to park in employee parking designated areas. This area is marked with red lines in the parking lot.

## **Work Hours**

Interior work may occur 24 hours a day with mall approval. Noise that can bother neighboring tenants is limited to non-operating hours; however, construction projects within the Foodcourt 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.

## **No Smoking Policy**

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

**\$500.00 fine will be imposed for each infraction.**

## **Storefront Barricade Policy**

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. Food Court barricade designs may require special approval by Mall Management. Barricade graphics are at the tenant or tenant contractor's expense. Landlord's barricade program requires the use of specific graphic elements and colors. Graphics are required to be installed within two days after installing 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, and are required to have a dust proff lid. Barricades once in place cannot be removed without the approval of Mall Management.

\*Unless otherwise notes in the lease.

## **Paint Color**

See Mall Management office for color palette.

## **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 judgement, 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.

## **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.

Revision date: 12/31/18  
Operations-Construction- Construction Manual





## **Approved Design**

Retailer's store shall be constructed in accordance with the plans, which have been approved by the Landlord's 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.

## **Building Permit**

Retailer shall apply 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.

## **Security**

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

## **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.

## **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**

## **Dust Control**

Contractors are responsible for provide a mat or carpet at the egress of the construction area into the mall.



## **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 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 Mall management and OSHA.

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

**\$500.00 fine will be imposed for each infraction.**

## **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.

## **Air Balance/Smoke Exhaust**

General Contractor shall submit to the Landlord a Certified Air Balance report, from an independent contractor, stating the actual amount of cubic feet of air per minute (CFM) being used in the premises. Additionally, Tenant shall not be allowed to open for business until a Smoke Exhaust Test is conducted.

## **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. Each Fire Riser Shutdown Permit shall be accompanied by a non-refundable check for \$ 500.00.

## **Roof Penetrations**

All roof work must be coordinated with Mall management. General Contractor shall hire Landlord's designated roofing contractor, Combined Roofing Services.

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.

Revision date: 12/31/18  
Operations-Construction- Construction Manual



## **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 Mall Operations. The Electrical meter is the responsibility of the Tenant Contractor to procure and install from ComEd.

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

## **Hot Work**

All work requiring open flames, excessive heat or sparks shall require a "Hot Work Permit". This may be obtained through Mall Engineering and must be approved 24 hours before start of work. No open flame or welding work can be performed without first obtaining a hot work permit.

**\$500.00 fine will be imposed for each infraction.**

## **Landlord Punch List**

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

## **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.

## **Close-out Package requirements**

The following items will be required as a Closeout Package to be submitted to Mall management 90 Days after store opening. (See Exhibit D and E)

- 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 punchlist
- 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
- j) Request for construction Deposit- Must be made within 90 days of store opening.

Revision date: 12/31/18  
Operations-Construction- Construction Manual



## 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 following as additionally insured verbatim)
- Space is free of all known hazardous substances (ACM, etc.)
- Deposit (\$5,000) Including Non-Refundable (\$2,500)
- 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: \_\_\_\_\_

Company: Louis Joliet Mall

Name: \_\_\_\_\_

Name: Dennis Strong Operations Director

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Exhibit B

### Construction Contact Sheet

**\*Sheet MUST be filled out completely before work begins.**

**\*Any changes to subcontractors MUST be reported directly to [Dstrong@Starwoodretail.com](mailto:Dstrong@Starwoodretail.com) and reported to the City of Joliet building dept.**

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

#### Sub-contractor / Supplier Listing

		TRADE		
Company:		Telephone:		
Address:		Facsimile:		
Contact:		E-mail:		
Is this a union contractor?	YES	Contract Amt.:		
	NO			

		TRADE		
Company:		Telephone:		
Address:		Facsimile:		
Contact:		E-mail:		
Is this a union contractor?	YES	Contract Amt.:		
	NO			

		TRADE		
Company:		Telephone:		
Address:		Facsimile:		
Contact:		E-mail:		
Is this a union contractor?	YES	Contract Amt.:		
	NO			

Revision date: 12/31/18  
Operations-Construction- Construction Manual



**Exhibit B**  
**Construction Contact Sheet (cont.)**

<b>TRADE</b>			
Company:		Telephone:	
Address:		Facsimile:	
Contact:		E-mail:	
Is this a union contractor?	YES	Contract Amt.:	
	NO		

<b>TRADE</b>			
Company:		Telephone:	
Address:		Facsimile:	
Contact:		E-mail:	
Is this a union contractor?	YES	Contract Amt.:	
	NO		

<b>TRADE</b>			
Company:		Telephone:	
Address:		Facsimile:	
Contact:		E-mail:	
Is this a union contractor?	YES	Contract Amt.:	
	NO		

Revision date: 12/31/18  
 Operations-Construction- Construction Manual



## Exhibit C Fee Schedule

The following fees are to be paid in advance:

- \$ 2,500 Non-refundable Deposit
- \$ 2,500 Refundable Deposit- Must claim within 90 days of store opening
- \$ 20 Temporary Electrical Power per Day
- \$ 500 Sprinkler Shut Down
- \$ 20 Mall Tile per Square Foot
- \$ \_\_\_\_\_ Construction Dumpster Fee – Payable to Vendor
- \$ \_\_\_\_\_ Fire Alarm Connection Fee- payable to Fox Valley Fire
- \$ \_\_\_\_\_ Barricade / Graphics Fee – contact Boston Barricade
  
- \$ 400 Electric Shutdown Fee

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company: Louis Joliet Mall

Name: Dennis Strong Operations Director

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revision date: 12/31/18  
Operations-Construction- Construction Manual



## 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 Punchlist
- 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: \_\_\_\_\_  
Name: \_\_\_\_\_

Company: Louis Joliet Mall  
Name: Dennis Strong Operations Director

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_





## Exhibit E

### Tenant Contractor Infraction Log

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

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

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

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

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

Revision date: 12/31/18  
Operations-Construction- Construction Manual



Description:	
TC Signature:	

Revision date: 12/31/18  
Operations-Construction- Construction Manual