



# Tenant Design Criteria Manual

## McNamara Terminal Detroit Metropolitan Wayne County Airport

September 26, 2008

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- Exhibit E, Company Vehicle Access Form – Airfield
- Exhibit F, Construction or Alteration (C/A) Permit
- Exhibit G, Hot Work Permit
- Exhibit H, Badging Procedures, Vehicle Access and Operations Construction Office
- Exhibit I, Delegation of Authority Form

Note: The Wayne County Airport Authority will provide Exhibits D through G and Exhibit I to the successful proponent(s) after award.

## **SECTION 0002 PROJECT DIRECTORY**

### **Landlord:**

Wayne County Airport Authority  
Detroit Metropolitan Wayne County Airport  
Mezzanine, L.C. Smith Terminal  
Detroit, MI 48242

### **Concessions**

Contact: Myrna Mendez; Vice President  
Tel: 734-247-7280  
Fax: 734-247-3682  
E-Mail: myrna.mendez@wcaa.us

### **Project Reviews/Airport Permits**

Contact: Michael J. Rudzinski, AIA NCARB  
Tel: 734-247-7036  
Fax: 734-247-7138  
E-Mail: mike.rudzinski@wcaa.us

### **Major Tenant:**

Northwest Airlines Inc.  
DTW Midfield Terminal Project Office  
Detroit Metropolitan Wayne County Airport  
2800 Midfield Drive  
Detroit, MI 48242

Contact: Dennis Farmer  
Tel: 734-247-5301  
E-Mail: dennis.farmer@nwa.com

### **Terminal Building Architects:**

SmithGroup Incorporated  
500 Griswold Street  
Suite 200  
Detroit, MI 48226

Contact: John Richards  
Tel: 313-442-8132  
Fax: 313-442-8197  
E-Mail: john.richards@smithgroup.com

## **SECTION 0003 DEFINITIONS**

### **AIRSIDE -**

The portion of the airport that is located post security (after the security gates).

### **BASE BUILDING -**

The shell and core of the building, including all common area finishes outside the Tenant's PREMISES and including all building services and systems up to the connection points identified on the Landlord's Outline Drawing (L.O.D.)

### **CLOSURE LINE -**

Line of storefront entrance door (sliding, rolling, swing) in its closed position.

### **CONCESSIONS AGREEMENT -**

Agreement between the Tenant and the WCAA. Tenant design must be in accordance with this manual and the Concessions Agreement. Where there is a conflict, the Concessions Agreement shall be the governing document. Hereinafter referred to as the "Agreement".

### **CONCESSIONS AGREEMENT LINE (C.A.L.) -**

The imaginary line surrounding the PREMISES. The C.A.L. generally occurs at the centerline of a glass storefront, the centerline of a demising wall between tenancies, or the inside face of a common area, concourse or exterior wall.

### **CONCOURSE -**

Post security, the main public corridor that runs through the airport. Concession spaces are generally located only on one side of the concourse. Lines of customers should never extend into the concourse.

### **DESIGN CONTROL ZONE -**

An area inside the PREMISES that extends from the C.A.L. back a specific number of feet into the space. This zone, where it occurs, will be noted on the L.O.D.

### **DEMISING WALL -**

Any wall separating a tenant's space from another tenancy or common area. Refer to local building code for required rating.

### **WCAA -**

The Wayne County Airport Authority, or its designated representative. The WCAA is the governing airport authority at the Detroit Metropolitan Wayne County Airport.

### **HOLD ROOM -**

A room or area, located adjacent to a Gate, with seating for passengers to wait for arriving or departing flights.

**LANDLORD -**

The WCAA, governing airport authority or its designated representative.

**LANDSIDE -**

The portion of the airport located pre-security (before the security checkpoints).

**L.O.D -**

Landlord's Outline Drawing. A drawing of the PREMISES, issued by the WCAA to the Tenant, indicating the CONCESSIONS AGREEMENT LINE, and the stub-up locations of relevant building services.

**PLA -**

The Midfield Project Labor Agreement, dated March 24, 1997 and all subsequent amendments.

**PUNCHLIST -**

A list of deficiencies, prepared by the WCAA or its designated representative. See Section 6000, Article 2.2.

**PREMISES -**

The area of the airport that is subject to the Concessions Agreement.

**TDCM -**

The Tenant Design Criteria Manual.

**TERMINAL -**

Pre-security, the public circulation and queuing area associated with airline check-in and ticketing positions.

## **SECTION 1000 CONCESSION DESIGN GOALS AND CONCEPTS**

### **1. Introduction – Terminal Purpose and Identity**

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Unprecedented passenger growth at Detroit Metropolitan Wayne County Airport (DTW) has triggered an agreement between Wayne County and Northwest Airlines to embark upon a major expansion and modernization period. The centerpiece of this program is the new 2 million square foot 97 gate McNamara Terminal. An additional 31 gates are under construction as part of Phase II, C Concourse expansion. With the addition of this major terminal, it is the intention of DTW and Northwest Airlines to make Detroit the premier Hub Airport in North America by providing a wide array of international destinations, key geographical location and comfortable modern facilities to serve the anticipated demand of over 36 million passengers per year by 2005.

The new terminal has an emphasis on service and convenience. An Express Tram has been incorporated to take connecting passengers through the terminal quickly and comfortably, and moving walkways are located throughout the concourse for pedestrian traffic. There are also ample locations for travelers to chat and shop while waiting for flights.

### **2. Design Guidelines**

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The terminal and its associated concession spaces evoke a personality and sophistication that can be appreciated by both international and domestic travelers. It also captures the uniqueness of Detroit by incorporating elements reminiscent of the rich automotive and industrial design heritage which gave birth to classic cars such as the Mustang, Cadillac and Thunderbird, to name a few. To convey these unique aspects of Detroit, it is necessary to create a unique physical framework through a creative combination of materials, colors and sounds. These elements all contribute to an enjoyable and memorable experience for the traveler and the working population of the airport. It encourages the sense of 'civic pride' felt by residents of the Detroit metropolitan area.

The dominant architectural vocabulary of the terminal is expressed through its sophisticated structural system of cables and steel. The terminal design is based on the principals of modern architecture infused with a distinctive high tech quality consistent with the industrial design heritage for which Detroit is world famous. The terminal's design embodies the notions of speed and globalization and projects Northwest Airlines' international vision.

The Concession design program has taken the philosophical position that the design of storefronts and concession spaces should strike a balance between variety and consistency. The design of all concession spaces must be respectful of the terminal architecture and must be consistent with the proposed design guidelines and criteria as embodied in this manual.

### **3. Concession Program Design Goals**

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The Wayne County Airport Authority is committed to continuing to achieve the following design goals with the Detroit Metropolitan Wayne County Airport Concession Program. Tenants are required to implement concession design solutions consistent with these aims.

- To create and enhance design responses that support the Design Guidelines, which will be clearly identified with Detroit and that will be internationally recognized.
- To create top quality, cutting edge designs from all tenants, consistent with the overall design themes established and appropriate for the Airport. Concepts and materials used in concessions should be equal to or better in quality than those found in prestigious downtown locations.
- To create concessions which communicate a unique, distinctive and memorable image. Design concepts which have been "parachuted" in from other projects without regard to the specific themes established for this terminal will not be accepted.
- To creatively plan concessions that are compatible with the airlines and airport operational requirements and with passenger convenience. Concessions should be operationally efficient and demonstrate innovative in-unit storage.
- To create concessions which complement the architectural qualities of the airport and are compatible with adjacent tenancies.

## SECTION 2000 GENERAL PROCEDURES

### **1. Intent of this Manual**

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This Tenant Design Criteria Manual, hereinafter referred to as the TCDM, is intended to provide Tenants, their designers and contractors with information required for the design and construction of their Premises improvements at the McNamara Terminal - Detroit Metropolitan Wayne County Airport. It contains:

- Wayne County Airport Authority (herein referred to as WCAA) criteria for design.
- Procedures of obtaining the required approval of design.
- Regulations covering design and construction procedures throughout the project.

It is the responsibility of the Tenant and its contractor to obtain and become familiar with the Landlord's guidelines and requirements as embodied in the Concessions Agreement and the TDCM prior to commencement of the Tenant's Work.

### **2. Reference Documents**

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2.1. The TCDM is to be read in conjunction with:

- The Concessions Agreement (hereinafter referred to as the Agreement) and in particular Schedule C thereof;
- City of Romulus Building Permit, WCAA Construction or Alteration Application and Health Department requirements.

2.2. The Tenant shall be responsible for reviewing, understanding and implementing, as part of their design, all codes and regulations applicable to the work. Review of the Tenant's documents by the Landlord does not include code compliance and does not relieve Tenant of responsibility to satisfy all applicable regulations. These regulations include, but are not limited to:

- 2003 Michigan Building Code
- 2003 International Fire Code
- 2003 Michigan Mechanical Code
- 2003 Michigan Plumbing Code
- 2002 National Electrical Code
- Most current edition of NFPA 1 Fire Prevention Code
- Most current edition of NFPA 101 Life Safety Code
- Most current edition of NFPA 415 for Construction and Protection of Airport Terminal Buildings, Fueling Ramp Drainage and Loading Walkways

- Most current edition of NFPA 2001 Clean Agent Fire Extinguishing Code
- Health Department Regulations
- American Disabilities Act
- State of Michigan Barrier-Free Requirements
- FAA 7460-1 Forms and any additional FAA requirements
- Aviation Security Improvement Act
- All applicable Environmental Laws
- WCAA Temporary Construction Barricade Standards (see Exhibit C)
- WCAA CAD Drawing Standards

2.1 Familiarity with the TDCM and the Reference Documents will form the basis of the WCAA's approval of all Tenant design and construction work. In case of discrepancy between the TDCM and the Agreement, the Agreement shall take precedence and shall apply.

### **3. Landlord's Representation and Design Review**

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3.1. Questions and comments regarding the TDCM and related procedures and all tenant submissions shall be directed to the WCAA as indicated below:

Attention: Myrna Mendez  
 Director, Concessions & Quality Assurance Division  
 Wayne County Airport Authority  
 L. C. Smith Terminal-Mezzanine  
 Detroit, Michigan 48242  
 Telephone: 734-247-7280  
 Fax: 734-247-3682  
 Email: myrna.mendez@wcaa.us

3.2. Design review will be conducted, by WCAA with input from Northwest Airlines (NWA). Questions regarding Design Review items shall be directed to the WCAA as indicated below:

Attention: Wayne G. Sieloff, AIA NCARB  
 Deputy Director, Planning and Capital Improvement Division  
 Detroit Metropolitan Wayne County Airport  
 L. C. Smith Terminal – Mezzanine  
 Detroit, MI 48242  
 Telephone: 734-247-7371  
 Fax: 734-247-7138  
 Email: wayne.sieloff@wcaa.us

### **4. Permits, Fees and Approvals**

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4.1. Tenants are responsible for obtaining all permits, paying all fees and obtaining all required approvals.

- 4.2. Design approvals shall be obtained by the Tenant from the WCAA in conformance with the requirements of this document as stated in Section 3000, Tenant Design Submission Requirements.
- 4.3. Following the design approvals indicated above, the Tenant shall obtain permits from the City of Romulus and Health Department. Note that approval by the WCAA does not constitute approval from the City of Romulus Building Department or the Health Department.
- 4.4. Construction shall not commence until the above noted approvals and permits are secured and satisfactory evidence of same has been provided to the Wayne County Airport Authority and have a current approved set of construction documents at the project site for reference at all times.
- 4.5. The Tenant shall at all times during the performance of the Tenant's Work, post the approved Construction/Alteration Permit from WCAA in a conspicuous location at the place of the Work.
- 4.6. For additional permit and approval requirements during the course of construction to Section 6000 of this document, Construction Regulations.
- 4.7. Upon completion of the Tenant's Improvements, the Tenant shall secure all applicable certificates of inspection, and provide the WCAA with a Statutory Declaration confirming that there are no liens, Workers' Compensation claims, or other encumbrances affecting the Premises or the Building in respect of work, services, materials and equipment relating to the Tenant's Improvements and that all accounts for work, services, materials and equipment have been paid in full with respect to all of the Tenant's Improvements. Occupancy of the Tenant's Premises shall not be permitted until this requirement is fulfilled.
- 4.8. The Tenant shall obtain an Occupancy Certificate from the City of Romulus Building Department. In the case of food or beverage tenancies the Tenant shall also obtain all approvals and certificates as required by the Health Department.
- 4.9. The Tenant must obtain written authorization from WCAA Concessions to open the Premises. The requirements of paragraphs 4.6, 4.7 and 4.8 are prerequisites of any such authorization.

## **5. Assurance of Professional Design Documentation and Field**

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The Tenant's design team shall provide evidence, satisfactory to the WCAA, of professional services throughout the design, documentation and field review stages of the work. All submittals including construction documents and "as-builts" must be signed and sealed.

## **6. Base Building Drawings for Tenant Use**

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Wherever possible the WCAA will provide one (1) set of black and white prints of the following documents, in English scale, for the Tenant's information. The WCAA will make its best efforts to provide the most current information available, but does not warrant the accuracy or completeness of same. The Tenant shall be responsible for verification of existing conditions.

- Key plan, for locating the Tenant's premises in the terminal.
- Architectural plan of the general location at 1/4" = 1'-0".
- Structural plan of the general location.
- Mechanical, plumbing and fire protection plan of the general location indicating existing systems and/or capped off location of services.
- Electrical plan of the general location indicating existing systems and/or terminated services if known.
- Such elevations and additional details that the WCAA believes to be applicable to the general location.
- In addition, other base building drawings and specifications may be available for review. Copies of available selected sections will be provided on request.

## **7. Tenant Requests to Modify the Base Building**

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- 7.1. If the Tenant's requirements for any of the base building elements or services supplied by the WCAA exceed the standards or capacities outlined in the Agreement and this manual, the Tenant may request to the WCAA for upgrading of such elements or services. The WCAA will review the request received and may, at its sole discretion, agree to the upgrade.
- 7.2. If the WCAA agrees, the WCAA will authorize the Tenant to proceed with the work at the tenant's cost and under WCAA oversight and by a WCAA approved contractor.

## **8. WCAA Authorization of Base Building Modifications**

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- 8.1. Work required on behalf of the Tenant or to accommodate the Tenant's design requirements to base building can be completed only after written approval has been issued by the WCAA.
- 8.2. Costs for such work shall be paid by the Tenant, following completion of the work by a WCAA approved contractor.

- 8.3. The WCAA, in its sole discretion, may require the Tenant to provide an irrevocable Letter of Credit as security against all of the Tenant's obligations for work performed to the base building.
- 8.4. Under no circumstances will the Tenant's contractor be permitted to make modifications to the base building systems without prior written approval from the WCAA.
- 8.5. Occupancy shall not be permitted until the work is fully paid and approved by the WCAA.

## **9. Safety and Security**

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- 9.1. It is the intention of the WCAA that a safe, secure and healthy work place is provided for each and every worker on WCAA property. This applies to work performed within the Tenant's Premises or under Tenant control.
- 9.2. The Tenant and its contractors have sole and complete responsibility for safety on the project. The Tenant shall designate a Safety Representative during the entire construction period. The Tenant and its contractors shall comply with all health and safety requirements or standards in effect under the Federal, OSHA, State of Michigan, Wayne County, and WCAA Standards.
- 9.3. Fire protection shall comply with all fire regulations in effect under Federal, OSHA, EPA, State of Michigan, Wayne County, and WCAA Standards.
- 9.4. Security of the Tenant's premises during the Tenant's Fixturing Period shall be the responsibility of Tenant, who shall take all necessary steps to secure the Premises. The WCAA shall have no liability for any loss or damage including theft of building materials, equipment, supplies, fixtures or stock.

## **10. Working in the Airport**

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- 10.1. Tenant's representatives, design team and contractor shall recognize that their work is being conducted in an operating airport, the functioning of which may not be disrupted for any reason. The WCAA reserves the right to stop the Tenant's Work at any time, for any reason the WCAA deems necessary to maintain the operation, standards or requirements of the Airport.
- 10.2. Tenant representatives, design team and contractors who will be working in any area of the airport beyond the security checkpoint are required to obtain an Employee Access Control Photo ID Badge. Forms shall be filled in and be completed and returned. See Section 6000. Article 1.2 for additional information.
- 10.3. If the Tenant and/or its consultants require access to a space not currently being utilized or operated by the same Tenant, prior approval must be

obtained for access to that space. The Tenant must request, from the WCAA or its designated representative, access to the space a minimum of 48 hours prior to the desired time of access.

- 10.4. For additional information on working in the airport see Section 6000, Construction Regulations.

## **11. Tenant's Checklist**

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To assist Tenants in compiling information for administration purposes, a Tenant's Checklist is included as Exhibit B. This checklist is for reference and use by the Landlord and the Tenant, and may be subject to change by the Landlord who will so notify the Tenant.

## **SECTION 3000 TENANT DESIGN SUBMISSION REQUIREMENTS**

### **1. General**

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- 1.1. Preparation and submission of drawings, samples, and specifications for the fixturing of the Premises, for the WCAA' s review, must be in accordance with Section 2000 General Procedures, this Section and as set out in the Agreement.
- 1.2. The design and submitted documents and materials shall be prepared by design professionals registered to practice in the State of Michigan, examples of whose previous design work shall be of a standard acceptable to the WCAA at its sole discretion.
- 1.3. For the benefit of the Tenant's design team, attention is drawn in particular to the non-combustible classification of the building, related flame spread ratings and smoke development classification of materials and the seismic restraint of construction components. Documentation demonstrating compliance with these requirements shall be provided by the Tenant if requested by the WCAA.
- 1.4. WCAA drawings of the Premises will be provided for the Tenant's information in accordance with Article 6, Section 2000 of this document.
- 1.5. Tenant documentation prescribed in Article 3 Submission Documentation shall be as follows:
  - Drawings in 24"x 36" format (unless otherwise approved by the WCAA) in English measurement at the following scales:
    - Key plans; 1/32"= 1'.
    - Floor plans, reflected ceiling plans, merchandising plans, interior elevations, sections and related details; 1/4" = 1'.
    - Flow diagrams and adjacency plans at 1/8" = 1'.
    - Storefronts, signage, logos and lettering, in elevation, section or detail; 1/2"= 1'.
  - Material samples on minimum 11" x 17" size boards, complete with legend.
  - Renderings on minimum 11" x 17" stock.

- 1.6. Unless otherwise required in this document or by the WCAA, all submissions shall include:
- Six (6) Full size blackline or photocopied sets.
  - Four (4) half size blackline or photocopied sets.
  - Original material sample board shall be submitted with nine (9) full-size color photocopies. All renderings shall be submitted in duplicate, ten (10) copies.
  - Electronic Image documents submitted on compact disk(s) containing electronic files of the above documents.
    - Drawings may be TIFF Group 4 or PDF files (HPGL/2 plot files if the required conversion fee is paid to WCAA).
    - Specifications, reports or other documents may be in TIFF Group 4 or PDF format.
- 1.7. Where CAD documentation is prescribed by Article 3 of this Section, all drawings shall be submitted in conformance with the following Detroit Metropolitan Wayne County Airport standards.
- One (1) set of AutoCAD 2000 format drawings files submitted on compact disk(s) in accordance with the following requirements:
    - Layering must conform to AIA CAD Layering Guidelines and be submitted to the WCAA for approval.
    - All fonts, blocks, external reference files (x-refs), raster images, or other CAD drawing elements resident in the CAD files must be included with the CAD files.

## **2. Submission Schedule (See Diagram 2.0)**

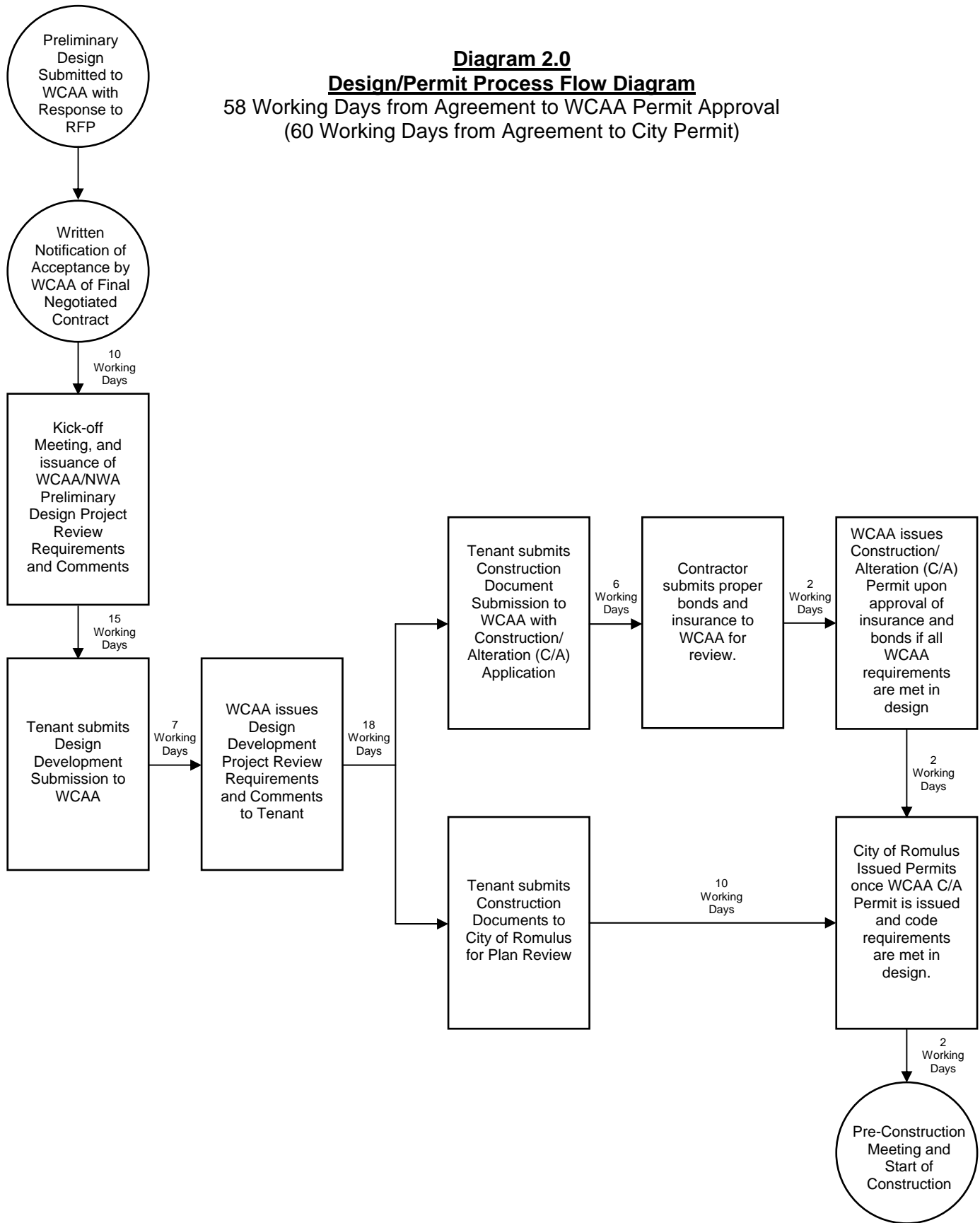
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- 2.1. Within 10 working days of the WCAA's written notification of this acceptance of a final negotiated Agreement, a "kick-off" meeting shall be convened to review the WCAA design guidelines and the preliminary design. During this start-up meeting, the project schedule and WCAA's Project Review requirements and comments to preliminary design submission will be discussed. What follows below is the standard timeline; in order to meet opening dates, this schedule may need to be compressed.
- 2.2. Within 15 working days of the "Kick-off" meeting and Tenant's receipt of response to preliminary design submission, the Tenant shall submit its proposed "design development" as set out in paragraph 3.2 of this section, for the WCAA's review. The Tenant's design development submission shall

include revisions to and incorporate the WCAA's Project Review requirements and comments on the preliminary design.

- 2.3. Within 7 working days after WCAA receipt of the "design development" the Tenant will receive Project Review requirements and comments from WCAA. Received requirements and comments shall be incorporated into the Tenant's next design submission.
- 2.4. Within 18 working days of the Tenant's receipt of the WCAA's response of the Tenant's "design development," the Tenant shall prepare and submit "construction documents" for review, as set out in paragraph 3.3 of this section. This submittal must include the "Construction or Alteration (C/A) Application form, and should be submitted to the City of Romulus for plan review simultaneously.
- 2.5. Within 6 working days after submission of "Construction Drawings" submittal the contractor must submit proper insurance and bonds to the WCAA for review and approval.
- 2.6. Within 2 working days after the submission of proper contractor insurance and bonds, the WCAA will be able to release a "Construction or Alteration Permit" and its "Conditions of Approval" provided all WCAA requirements have been met in the design. This permit approval must be presented to the City of Romulus to obtain the City Permits.
- 2.7. Within 90 calendar days of the Tenant's notice of completion to the WCAA, the Tenant shall submit to the WCAA complete as-built documentation as described in paragraph 3.4 of this Section.

**Diagram 2.0**  
**Design/Permit Process Flow Diagram**  
 58 Working Days from Agreement to WCAA Permit Approval  
 (60 Working Days from Agreement to City Permit)



### 3. Submission Documentation

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**NOTE: Partial or incomplete submittals in any of the following steps will be rejected and will not be reviewed by the WCAA.**

#### 3.1. Preliminary Design Submission

The following indicates the minimum requirements of the "Preliminary Design Submission."

- Architectural color renderings of the proposed concept(s) that include the interior and exterior views of the facilities and show: a) the overall design concept for the space; b) general color scheme; c) fixtures, displays and millwork; d) furniture; and e) interior and exterior signage and graphics including a store blade sign.
- Color floor plan(s) of the facility showing points of sales, fixture layout, expected queuing, food prep area(s), storage, and other pertinent features. (Note: Consider ingress, egress and circulation requirements for passengers with disabilities and passengers with luggage carts, strollers etc.).
- Material boards that demonstrate the quality of the various materials to be used within the facility including floor covering, wall covering, ceiling covering; and service counter and other display areas.

#### 3.2. Design Development Submission

The following indicates the minimum requirements of the "Design Development Submission." **NOTE: This submittal must address all issues identified by the WCAA's Project Review comments/requirements in the previous submission.**

- Key Plan showing the location of Premises within the Terminal.
- Floor Plan(s) showing interior design including materials and finishes and concept for securing the premises when closed.
- Reflected Ceiling Plan(s) showing ceiling materials, various heights, location and type of all light fixtures.
- Storefront elevation, interior elevations, wall sections. Storefront elevation must illustrate all graphics, signage, materials and finishes.
- Mechanical and electrical plan, schedules and details including base building modifications.

- Sample board of proposed materials, colors, finishes and furnishings.
- Fixture cuts of all proposed lighting, furnishings, diffusers, grilles, sprinkler heads and accessories.
- Structural plan and details.
- Detailed furniture, fixture and equipment (FFE) plan and schedule.

### 3.3. Construction Document Submission

**NOTE: This submittal must address all issues identified by WCAA's Project Review comments/requirements in previous submittals.**

The following indicates the minimum requirements of the "Construction Drawings Submission."

#### 3.3.1. General

- Complete CAD documentation of the submission as per paragraph 1.7 of this section.
- Assurance of professional design, documentation and commitment for field review as described in Article 5 of Section 2000 of this manual.

#### 3.3.2. Architectural

- Key Plan showing location of the Premises within the Airport.
- Floor Plan(s) indicating closure locations of partitions and type of construction, placement of fixtures, furnishings, floor patterns, material selections, storage and washroom locations (if any).
- Reflected ceiling plan(s) showing ceiling materials, various heights, location of all light fixtures, diffusers, grilles and sprinkler heads.
- Interior wall elevations, sections and details sufficient for construction.
- Storefront Elevation showing ceiling materials, various heights, location of all light fixtures, signage and emergency exit(s).
- Sign, logo and lettering details showing elevation and section views, letter style and size, all colors and materials, methods of illumination, installation, color of illumination and voltage

requirements. This shall include signage for the Blade Sign as applicable. Sign blades must be professionally designed and fabricated. Designs shall be complete as part of the working drawing submission. Design-build signage arrangements will not be accepted.

- Specifications, interior finish and color, door, windows and hardware schedules.
- Confirmed fixture cuts of all lighting, and plumbing fixtures including manufacturers name, catalogue number, catalogue cut, lamp types, mounting and custom designs.
- Details of securing the Premises when closed.
- Tenant barricade wall and dust control plans in conformance with WCAA standards; see Exhibit C

#### 3.3.3. Structural (if applicable)

- Drawings and specifications for elements of fixturing or construction applying typical point loads to the base building structure.
- Drawings indicating size and location of all intended floor or roof penetrations.

#### 3.3.4. Heating, Ventilating and Air Conditioning

- Floor plan showing fan coil or VAV units, duct layout, size of grilles and diffusers, thermostats where applicable.
- Specifications and fixture cuts.
- Heat gain/loss calculations.
- Venting, make-up air requirements.

#### 3.3.5. Plumbing (if applicable)

- Floor plan of services.
- Specifications and fixture cuts.

- Venting requirements.
- Riser diagrams.

#### 3.3.6. Sprinklers and Fire Protection

- Sprinkler distribution changes, head layout and hydraulic calculations (if applicable).
- Heat baffles (if applicable).
- Fire extinguisher locations.

#### 3.3.7. Electrical

- Floor plan showing electrical requirements.
- Single line distribution diagram.
- Fixture schedule showing quantity and watts for each fixture.
- Special lighting.
- Specifications and fixture cuts.
- Total electrical demand and connected loads, service location and size of transformer (if required).
- Completed table of electrical loads.

#### 3.4. Post Construction Submissions

The following items are to be submitted post construction:

3.4.1. Complete and accurate as-built drawings signed by the contractor/builder of all work provided within the Premises as well as any work performed to the base building. "As-Built" submissions shall include:

- One (1) full size hard copy set (Mylar drawings and bound plain paper specifications);
- One (1) set of drawings reduced to 8½" x 11" format;
- One (1) set of all reports, manuals, warranties, specifications, etc.;

- One (1) set of Electronic Images pursuant to paragraph 1.6 of this Section and as prescribed in the WCAA Construction or Alteration Permit.
  - Complete CAD documentation of all drawings pursuant to paragraph 1.7 of this Section and as prescribed in the WCAA Construction or Alteration Permit. If specifications are not included within the CAD files, an electronic version of the specifications must be submitted in MS Word 1997 format.
- 3.4.2. Copies of all reviews, sign-offs and other items as specified under Article 4 Section 2000 of this manual, pertaining to the Work.

## **SECTION 4000 DESIGN CRITERIA AND TECHNICAL REQUIREMENTS**

### **1. General**

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- 1.1. Design criteria have been developed to maintain design quality and consistency while encouraging designers to be imaginative and innovative.
- 1.2. The WCAA will review each design submission on individual merit and in the context of neighboring premises, and reserves the right to require changes to, or reject elements of the design in whole or in part.
- 1.3. Concessions shall provide a consistent image, signage and finishes package for the entire Premises. This requirement is equally applicable to single concessions and to those having multiple "sub-Tenants", representing more than one brand or concept in a single Premises.
- 1.4. Tenants proposing branded concepts shall require and insure that the brand make available the full range of its latest concept designs to the Detroit Metropolitan Airport Concession Program.
- 1.5. Tenants are reminded that submitted designs will be evaluated against the overall Design Guidelines described in Section 1000 of this manual.

### **2. Base Building**

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The items indicated below will be provided by WCAA at the WCAA's expense unless otherwise specified in Schedule C of the Agreement:

- 2.1. Exposed steel structure to Tenant space or open to above, depending on location.
- 2.2. Concrete floors (single-plane, smooth finish, to receive Tenant's floor finish).
- 2.3. Metal stud demising walls and walls dividing the Premises from a common area space, rear or exterior walls unless otherwise noted on the L.O.D or in the Agreement. Drywall will be installed and finished on the common area side only except as otherwise required to meet base building code requirements. Where the Tenant provides a demising wall, WCAA must approve its design.
- 2.4. Storefront bulkhead in specific locations only per WCAA supplied drawings.
- 2.5. Storefront neutral pier/demising cap at each demising wall where applicable.
- 2.6. The Tenant is referred to Section 2000, articles 7 and 8 for provisions regarding the alteration of base building elements.

### **3. Design Control Zone (where applicable)**

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Where the WCAA has designated a "Design Control Zone" to a defined line inside the Premises this area shall be regarded as a transition zone within which the Tenant shall incorporate WCAA specified finishes and bear all associated costs. The Design Control Zone will be annotated on the L.O.D., where it occurs.

### **4. Architectural**

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#### **4.1. General Design Guidelines**

Concession design in an airport differs from standard concession design in several key ways.

- 4.1.1. Store aisles must be of adequate width to accommodate luggage carts and shoppers on foot and in wheelchairs.
- 4.1.2. An area must be provided inside the concession space for customers to line up at the cash wrap. Lines of customers extending into the concourse will not be accepted.
- 4.1.3. Concession areas with glass demising walls (facing holdrooms) are required to maintain openness and visibility into the Premises from the holdroom. Trash receptacles, backs of counters, cash wraps or display cases along any glass walls (including exterior walls) are unacceptable.
- 4.1.4. Concession storage is limited. Tenants are encouraged to provide storage space inside their premises.

#### **4.2. Interior Finishes and Materials**

##### **4.2.1. General**

- 4.2.1.1. The Tenant shall provide interior partitioning, painting and decorating, floor coverings, store fixtures and furnishings as accepted by the WCAA. All Tenants proposed finishes are subject to WCAA review and approval. The WCAA reserves the right to reject any Tenant proposed finishes and materials which in the WCAA's opinion are considered to be in aesthetic conflict with the base building finishes, and/or adjacent approved Tenant finishes.
- 4.2.1.2. All work by the Tenant within the Premises shall be completed with new materials. All materials and workmanship shall be of a uniformly high quality and performed in accordance with the very best standards of practice (in any event not less than WCAA's base building standards).

- 4.2.1.3. Any damage to the Premises or the Building caused by the Tenant or any of its employees, contractor(s) or workmen shall be repaired forthwith by and at the expense of the Tenant.
- 4.2.1.4. Food preparation areas are required to have impervious, non-slip flooring materials.
- 4.2.1.5. Airport finishes are subjected to substantial abuse and must be selected accordingly. Only high quality durable finishes will be accepted. The extensive use of luggage carts must also be considered. Any material between 0 and 14" above finish floor is susceptible to luggage cart damage and must, therefore, be very durable. Plastic laminate will not be permitted in this zone.

#### 4.2.2. WCAA Base Building Finishes:

- 4.2.2.1. Ceiling - Acoustical lay in ceiling, metal ceiling panels, painted gypsum board.
- 4.2.2.2. Flooring - decorative concrete or terrazzo, carpet, ceramic tile, porcelain tile.
- 4.2.2.3. Neutral Pier - Tile, painted steel, or painted gypsum board.
- 4.2.2.4. Bulkheads - Painted steel, painted drywall, or prefinished aluminum grille.
- 4.2.2.5. Columns - Painted steel, terrazzo, tile.
- 4.2.2.6. Other - glass curtain wall, metal panels, stainless steel.

#### 4.2.3. Acceptable Material Within The Premises:

The materials listed below have been selected to encourage variety and creativity of storefront and premises design and their use is encouraged.

- 4.2.3.1. Glass - etched (sealed), sandblasted (sealed), tinted, clear, glass block.
- 4.2.3.2. Wood - natural, stained, painted.
- 4.2.3.3. Metals- painted or stainless steel, bronze, copper, brass, light bronze, anodized or painted aluminum, perforated, gun metal.
- 4.2.3.4. Tile - a variety of quality glazed and unglazed thin-set type tiles.

- 4.2.3.5. Natural Stones - marbles, granites, slate, and limestone.
- 4.2.3.6. Plastic Laminates - solid colors, acceptable decorative patterns; wood grained laminate will be evaluated on a case by case basis.
- 4.2.3.7. Solid surfacing materials - e.g., Corian or equal.
- 4.2.3.8. Ceilings - see paragraph 4.3.
- 4.2.3.9. Halogen low voltage light fixtures.
- 4.2.3.10. Automotive Paints.

4.2.4. Unacceptable Materials Within the Premises:

The materials listed below will not be accepted as part of the design for a storefront or Premises.

- 4.2.4.1. Artificial versions of stone, marble, tile, wood or other natural material.
- 4.2.4.2. Brick or simulated brick.
- 4.2.4.3. Indoor/outdoor carpet.
- 4.2.4.4. Any material that would constitute a fire and/or public hazard.
- 4.2.4.5. Any material that, in the WCAA's opinion, is of low quality, non-durable and/or difficult to maintain.
- 4.2.4.6. Fluorescent paint.
- 4.2.4.7. Vinyl tile or sheet vinyl within the sales area.
- 4.2.4.8. Pegboard walls or fixture systems.
- 4.2.4.9. Metal linear ceiling systems.
- 4.2.4.10. Acoustic tile ceilings other than as described in paragraph 4.3.
- 4.2.4.11. Exposed ducts, conduits, pipes and other mechanical and electrical equipment in any area open to public view.
- 4.2.4.12. Security alarm tape on storefront windows.

- 4.2.5. WCAA approved finish materials are to be extended along demising wall(s) and/or soffit where exposed to the common area at the Tenant's expense.
- 4.2.6. Showcases or displays shall be in an approved material and shall be internally illuminated.
- 4.2.7. Any transition in floor level shall not exceed 2% in slope and shall only occur at the interior side of the Tenant's closure line. The closure line is defined as the line of the Tenant's storefront in the closed position.

#### 4.3. Ceiling Construction and Access

- 4.3.1. The Tenant's ceiling membrane may be constructed of concealed spline acoustic tile, drywall, plaster, or other materials approved by the WCAA. Exposed grid suspended ceilings in areas exposed to public view will be evaluated on an individual case basis. Any accepted exposed grid should have a 9/16" 'T' installed in a 2' x 2' configuration. Color of grid and tile shall match. Suspended ceiling tile must be finely textured with at least a tegular edge.
- 4.3.2. There shall be no combustible materials in the ceiling space. Ceiling design shall incorporate access to all ceiling-mounted WCAA and Tenant equipment requiring inspection and maintenance. The Tenant's designer shall determine the required sizes and locations of access points.
- 4.3.3. The minimum ceiling height permitted within Tenant's space shall be 10' above finished floor unless otherwise restricted by existing conditions.

#### 4.4. Entrances and Storefronts

The Tenant's storefront design shall incorporate individuality and creativity, which will contribute interest and character to the overall airport Concession environment.

##### 4.4.1. General

- 4.4.1.1. Typically, the Tenant's storefront is to be located on the Agreement line. However, where the Closure Line is set back, the WCAA may require the base building finishes to be carried in to the Closure Line at the Tenant's expense. At the WCAA's option the WCAA may supply and install such finishes, or approve such work for installation by the Tenant.

- 4.4.1.2. Tenants are discouraged to create "show windows" within their storefronts because of the limited concourse width and its impact on passenger flow.
  - 4.4.1.3. The minimum acceptable width of any storefront entrance is 6'-0".
  - 4.4.1.4. All storefront entrance doors shall occur on or behind the Agreement line. Swinging doors must not swing across Tenant's Agreement line.
  - 4.4.1.5. In the case of stores where the storefront or kiosk is composed of counters, the Tenant must provide self-locking counters or secure sliding or roll down grilles or shutters.
  - 4.4.1.6. A minimum of 70% of the storefront, measured in clear storefront opening square feet shall be made transparent. Transparency can be achieved by providing a combination of open entry and window glazing creating open views into the Tenant space, as well as the use of glazed window displays. Maximum open entry is encouraged while maintaining a strong storefront identity.
  - 4.4.1.7. Display pedestals or freestanding storefront elements are acceptable providing they are within the Premises and adhere to the parameters set forth in this manual.
  - 4.4.1.8. No surfaces or projections potentially hazardous to the terminal's pedestrian traffic may be used.
  - 4.4.1.9. Tenants without a rear exit may require a storefront egress door in addition to any sliding doors provided, to suit code requirements.
  - 4.4.1.10. The Tenant acknowledges that base building stud and drywall demising walls are not designed to support wall-mounted fixtures.
- 4.4.2. Acceptable Storefront Materials and Closure Types. The following storefront materials and closure types are acceptable.
- 4.4.2.1. Solid swing or sliding doors of approved material.
  - 4.4.2.2. Swinging frameless glass doors on bottom rail and top patch pivots.
  - 4.4.2.3. Sliding glass doors:8 When open, these shall be stored in an enclosed space(s) concealed to the passerby. In the case where showcases extend beyond the store closure, sliding doors may be stacked behind the showcase and used as the back of the showcase during business hours.

- 4.4.2.4. Sliding Grilles: Sliding grille storefront finishes are subject to WCAA approval. Grilles shall be complete with emergency exit doors if required by code.
- 4.4.2.5. Wood storefront closures, trim and fittings, subject to the code limitations applicable to non-combustible buildings. Finish subject to the approval of the WCAA.
- 4.4.2.6. The WCAA encourages the maximum use of clear frameless glass as a storefront material. Edges of the joints for frameless glazed storefronts shall be ground, polished and sealed with clear silicone sealant.

## **5. Structural**

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- 5.1. Core drilling and/or cutting of floors and or walls may be required for tenancies needing plumbing and/or additional mechanical HVAC provisions. Under no circumstances shall the Tenant or its contractor(s), at any time be permitted to drill, or cut conduit, or pipe sleeves, or chases, or duct equipment openings in the floor, columns, walls or roofs of the structure without prior review and acceptance of the proposed locations and sizes by the WCAA and Base Building structural consultant. Because the concrete deck contains conduits caution must be taken when cutting and drilling. If any utility or service is damaged, it must be repaired immediately. The consultant's fees for these reviews are at the Tenant's expense. The WCAA may, at its option, perform the work at the Tenant's expense.
- 5.2. Under no circumstances shall the Tenant, its employees, or its contractor(s) enter onto any roof or steel deck of the Building, or make any opening in the roof without the prior written approval of WCAA. No roof-mounted antenna or satellite receiving dish antenna is permitted unless approved in writing by the WCAA with respect to location and detail.
- 5.3. The Tenant and its contractor(s) shall not impose a greater load on any concrete floor than the design live load of 100 lbs. per square foot or point loads approved in writing by the Base Building structural consultant. No unusual loads may be suspended from the underside of the roof structure without the Base Building structural consultant's prior written approval. The consultant's fees for these reviews are at the Tenant's expense.
- 5.4. No electrical wiring or conduit will be permitted through or under the main floor slab without written approval by the WCAA.

## **6. Heating Ventilation and Air Conditioning Equipment**

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- 6.1. HVAC systems serving the Premises will be maintained and operated by WCAA. Should the Tenant's design require additional capacities than those provided under WCAA Work, same shall be carried out by the Tenant's

contractor at Tenant's expense in accordance with Articles 7 and 8 of Section 2000 of this manual.

- 6.2. Design criteria governing the WCAA's equipment:
  - 6.2.1. Interior Air Temperatures:
    - Winter: +72°F (+22°C)
    - Summer: +75°F 40-60% RH (+24°C)
  - 6.2.2. Fresh Air: Minimum 0.2 CFM (1.01 L/sec/m<sup>2</sup>) per square foot of floor area.
  - 6.2.3. Ventilation Rate: 20 CFM/person (9.5 L/sec), outdoor air supply therefore 0.5 CFM (2.53 l/sec/m<sup>2</sup>).
- 6.3. Cooling equipment in the Tenant's space will be in the form of variable air volume terminals or fan coil units if required. Each will provide cooling for solar transmission, lighting, miscellaneous electrical and people loads.
- 6.4. The WCAA will leave a thermostat line coiled in ceiling space. The Tenant is responsible for all control wiring, and power wiring from the Tenant's electrical panel.
- 6.5. Duct distribution in the Premises shall be designed and installed by the Tenant at its expense.
- 6.6. Exhaust fans, shafts and related ductwork required for food court and restaurant Tenants shall be the responsibility of the Tenant in accordance with Schedule C of the Agreement. Units must be located in the tenant's space, in an approved mechanical room and can only be located on the roof if approved by the WCAA. New equipment shall not exceed the height of the existing equipment and shall match existing colors utilizing only factory finishes.
- 6.7. Food service Tenants and restaurants shall provide all necessary kitchen exhaust ducts, exhaust hoods, make-up air and kitchen equipment. Specified interior air temperatures in all areas of the Tenant's space, including kitchens, must be maintained at all times without increasing temperature of adjacent spaces.
- 6.8. Make-up air units must include measures to heat and cool outside intake air. Make-up air units must also be equipped with a charcoal filter to prevent infiltration of exterior odors or pollutants including, but not limited to, dust particles, jet fuel vapor, jet exhaust, etc.
- 6.9. Negative air pressure must be maintained in kitchens to prevent odors from leaving the space.

- 6.10. Elevations must be submitted showing exterior louvers to be installed for exhaust and make-up air units. Louvers are to be sized and located to align with exterior panel joints. Louver locations must be reviewed and approved by the WCAA prior to installation.
- 6.11. The WCAA shall provide a 5 lb. natural gas cap-off with isolation valve, for food court and restaurant Tenants. Information meter and a pressure-reducing valve (PRV) are the responsibility of the Tenant. Meters shall conform to WCAA standards.
- 6.12. HVAC systems in the Tenant's space will be balanced by a certified air-balancing contractor as part of the Tenant's renovation work at Tenant's expense.
- 6.13. Supply air, return air and sanitary exhaust distribution ductwork, ceiling diffusers, registers, grilles and ceiling fire stop flaps, smoke detector/pilot light, and any other equipment required by code and the WCAA, within the Premises for the HVAC system, shall be carried out by the tenant's contractor.
- 6.14. The ceiling space, where enclosed, may be required to be used as a return air plenum, unless otherwise specified by the WCAA. If the ceiling space is used as a return air plenum, all existing or abandoned services are to be removed by the Tenant's contractor at Tenant's expense.
- 6.15. Where additional heating is required due to specific air-conditioning zoning as for exterior walls, the heaters shall be electric type and the supply, installation, and wiring of such heaters shall be by the Tenant.
- 6.16. Final mounting location of thermostat(s) shall be by the Tenant.
- 6.17. Acoustic criteria: Acceptable HVAC noise levels in the Premises shall be noise criteria (NC) 35-40.
- 6.18. Environmental control units for food court and restaurant Tenants, where grease and smoke generating equipment is permitted by the WCAA, shall be provided by Tenant at WCAA's designated locations.
- 6.19. The Tenant must provide the WCAA access within its Premises to all damper controls on ducts supplying air to public areas and to the Premises.
- 6.20. The Tenant shall provide kitchen equipment exhaust (utilizing ultraviolet light technology) within the Premises, related ductwork and fire suppression systems including tie in to base building systems and connection to ecology units (if any), as well as fire alarm tie in by a WCAA approved contractor at the Tenant's expense.

## 7. Plumbing

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- 7.1. Services of a certain design capacity for completing water and sewage systems have been brought by the WCAA to a WCAA designated location at the Premises for purposes of connection to the Tenant's facilities where applicable. Any additionally required utilities are the tenant's responsibility.
- 7.2. The Tenant shall provide and pay for branch plumbing lines complete with plumbing fixtures required by the Tenant to serve its Premises including grease interceptors and gas information meters. No grease shall be allowed to go into the base building plumbing system.
- 7.3. The Tenant shall provide and pay for installation of hot water heater or heaters complete with all related plumbing, mechanical and electrical. Gas fueled hot water heaters are preferred.
- 7.4. Tenants with drainage loads from food and beverage or related operations will be required to install grease interceptors which shall be mounted above the floor and within the Tenant's space. The Tenant will maintain grease interceptors at the Tenant's expense.
- 7.5. All grease traps should be located as close to fixtures or drain as possible and located such that they are fully accessible from the top cover.
- 7.6. All domestic water lines are to be insulated with a minimum of 1½" fiberglass insulation and a vapor barrier.
- 7.7. All copper piping shall be type 'L'. All vent lines shall be DWV copper or cast iron. Plastic piping will not be permitted.
- 7.8. Water usage will be metered by the WCAA. Water meters, shall be installed at the Tenant's expense, in an accessible location for billing purposes. Meters shall conform to WCAA standards.
- 7.9. The Tenant's hot water tank pan and relief valve shall be piped to a floor drain.
- 7.10. The Tenant or the Tenant's contractor(s) shall not install additional plumbing through the structural floor slab without prior written approval from the WCAA.
- 7.11. All floor penetrations around pipes, conduits, ducts, etc. between levels must be sealed against water, smoke, and flame penetration using firestop materials listed by an accredited testing agency and meeting a minimum of 2-hour rating.
- 7.12. All plumbing vent lines are to be group vented to a point as determined by the WCAA.

- 7.13. For those Tenants that are located in an open area without access to a ceiling space, the sanitary vent cap-off shall be located below the floor using an island vent system in conformance with applicable codes for connection of the sanitary vent.
- 7.14. Meter maintenance and repairs will be performed by the WCAA and tenant's expense.
- 7.15. "Y" clean outs and cast iron "P-traps" shall be supported, and shall be made accessible at all times.
- 7.16. Connections to base building domestic water lines shall be installed with backflow prevention valves where required by the applicable plumbing code.
- 7.17. All soda lines are to be encased in an enclosed aluminum chase. Chase to be properly fire stopped when penetrating any rated assemblies.
- 7.18. Floor drain trap(s) in non-food service tenant locations are to be equipped with a trap primer.
- 7.19. All piping leading to and away from any tenant space must be labeled (in plain sight) with the following information:

7.19.1. Direction of flow.

7.19.2. Name of tenant space piping is for.

## **8. Sprinklers & Fire Protection**

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- 8.1. The WCAA will provide and install sprinkler mains, branch lines and sprinkler heads in a grid layout to adequately cover undemised open areas.
- 8.2. Testing and installation of the Fire Alarm System in the Premises shall be by the Tenant. The Fire Alarm System shall become part of the base building Edwards system and installed by an Edwards certified installer for the level of service for the base building system. Separate stand alone systems shall not be used.
- 8.3. Tenant required modifications to the base building sprinkler system shall be the responsibility of the Tenant.

## **9. Electrical Power Service**

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- 9.1. The WCAA will provide electrical service at 277/480V, 3PH, 4W+GRD to an electrical box which is located (in most cases) on the common wall at an elevation of 12'-0" above finished floor. The size (amperes) of the service will be consistent with the load to be served. All distribution equipment, conduit

and wire from the electrical box to the Tenant's disconnect and distribution equipment and from the distribution equipment to concession area devices will be the Tenant's responsibility.

- 9.2. The following additional components will be provided by the WCAA at Concession units:
  - 9.2.1. Emergency power will be the Tenant's responsibility except for night lighting and exit lights which may be connected to the nearest emergency or night lighting/exit lighting circuit if sufficient capacity exists. This lighting must be rated at 277V.
  - 9.2.2. Fire alarm detection and alarm system and exit lights to meet code requirements for general coverage of open space with no ceiling.
  - 9.2.3. Connection to fan coil unit is Tenant's responsibility.
- 9.3. The following additional components will be provided by the WCAA at Concession storage facilities:
  - 9.3.1. As per 9.2.1.
  - 9.3.2. Fire alarm detection and alarm system and exit lights (if required to meet code requirements) for general coverage on an open floor basis with no ceiling.
  - 9.3.3. Connection to fan coil unit (if applicable) is Tenant's responsibility.
- 9.4. For Tenant spaces with rear exits leading directly to an exit corridor, the Tenant shall provide one fire alarm pull station and exit light located at the rear exit door from the Premises that shall be connected to WCAA distribution and fire alarm system.
- 9.5. A Pre-wired cross-connect cabinet is provided in each concessions core. Wiring from the Tenant workstations to local cross connect is by the Tenant.
- 9.6. The WCAA has allowed for electrical service to concession spaces based on the included table of electrical loads for the Premises. Should the Tenant's electrical design require service capacities beyond those provided by the WCAA, Tenants requiring greater service are referred to Section 2000 Articles 7 and 8. The WCAA may (after review of the Tenant's requirements) perform the necessary upgrade at Tenant's expense. Such upgrading shall not be performed by the Tenant without prior written approval.
- 9.7. The following requirements shall be the responsibility of Tenant (note that any modifications to the base building are subject to Section 2000, Article 7):

- 9.7.1. Connection to and/or relocation, (if required in the Premises) to distribution panel, and above ceiling conduits (if any), branch wiring and associated panel breakers, outlets, and receptacles.
- 9.7.2. The Tenant shall ensure that all wiring for lighting, power, fire alarm, telephone, data, television and low-tension systems within walls and ceiling plenums is installed in metal conduit or metal raceways or cable trays. No exposed wiring is allowed and ¾" conduit minimum shall be used.
- 9.7.3. Wiring for all washroom equipment in the Premises as required by the Tenant, including hot water heater, baseboard heater, and lighting.
- 9.7.4. Additional fire alarm EVAC speakers, pull stations and all associated testing and verification within the Tenant's space, if required by code. Fire alarm EVAC speakers, pull stations and other related fire alarm system work required by the Tenant must be carried out by the WCAA's approved contractor at the Tenant's expense.
- 9.7.5. All materials shall be new, UL approved or equivalent and shall be of a standard not less than the WCAA's Base Building.
- 9.7.6. All wiring shall be copper. Branch wiring shall be minimum #12 gauge solid (stranded for #8 or larger). All wiring must be installed in conduit. BX cable may be used in partition walls with no horizontal runs around corners of walls and in ceiling for drops (maximum 10') from the junction boxes to the light fixtures. Daisy chaining with BX wires between light fixtures is not permitted.
- 9.7.7. The Tenant must provide balanced electrical load in all three phases of the distribution system to within 5%.
- 9.7.8. Exhaust fans and make-up air units if required by Tenant must be interlocked and interfaced with the base building fire alarm system by WCAA approved contractor under contract with the Tenant, at the Tenant's expense.
- 9.7.9. All life safety devices within the Premises to be in accordance with code. Tying-in of the Tenant's fire suppression system to the base building fire alarm system will be performed by WCAA approved contractor at the Tenant's expense.
- 9.7.10. All equipment and light fixtures shall be energy efficient.
- 9.7.11. Major cooking equipment for concession areas shall be fueled by natural gas. Refer to item 9.6, electrical capacity for cooking equipment will not be provided.

9.7.12. Metering of electrical services is required, is the Tenant's responsibility and provided locally at each concession outside the view of the public and in an easily accessible location a maximum of 60" above finish floor elevation. Electrical meters shall conform to WCAA standards.

## **10. Lighting Criteria**

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- 10.1. A variety of Tenant types are created by the merchandising mix, therefore a multiplicity of lighting designs to suit various uses may be employed.
- 10.2. In order to keep the Tenants' electrical and AC loads within their allowable limits, Tenants are encouraged to use low voltage lighting and other energy efficient fixtures.
- 10.3. Stores with merchandise display, either freestanding or in a display window shall observe and/ or incorporate the following:
  - 10.3.1. A high level of quartz halogen illumination within the storefront display area.
  - 10.3.2. Within the Premises, if floor lamps are used, Tenant must shield these fixtures with a baffle designed to shield the lamps from the Concourse at an eye level height of 5'-6", unless otherwise approved by the WCAA. The WCAA reserves the right to require the tenant to adjust such baffles after installation is complete.
  - 10.3.3. For other merchandising uses, such as cafes, bars and/or other uses that require a specific mood type lighting to create the desired atmosphere, approval of the design concept and fixtures must be obtained from the WCAA.
  - 10.3.4. Where tenancies are open to higher base building ceiling above, low voltage lighting will be required.
  - 10.3.5. Neon may be permitted within the Premises subject to the WCAA's approval. Exposed neon tubing shall be kept off the floor to a minimum of 8'-0," or otherwise out of reach of the general public.
- 10.4. The following types of lighting will not be accepted as part of any Tenant's design for the Premises.
  - 10.4.1. Fluorescent lighting or H.I.D. lamps within the storefront.
  - 10.4.2. Exposed tube fluorescent or H.I.D. lamps in any other public or Concession area.

- 10.4.3. Incandescent lighting except as per paragraph 10.3.3 above.
- 10.4.4. Sodium or mercury vapor lamps of any type.
- 10.5. Tenant lighting may be installed inside the Premises only, except for signage lighting as approved by the WCAA.
- 10.6. The Tenant shall be responsible for the installation and connection of all exit lights in accordance with code requirements. All exit lights shall match the building standard specification.
- 10.7. Except as indicated above, the Tenant shall provide:
  - 10.7.1. All lighting fixtures, lamps and related equipment.
  - 10.7.2. All emergency lighting and additional exit lights required by the Tenant's design.

## **11. Utility Metering Requirements**

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- 11.1. The Tenant will be responsible for ensuring compliance with all WCAA utility metering requirements for assigned space(s) per the following requirements:
  - 11.1.1. Electrical metering will be located in the Tenant space. The WCAA approved electrical utility meter is the Shark Model #200-EN2-TS-RLB by Electro Industries, Inc.
    - 11.1.1.1. The Tenant shall provide interfacing wiring with the installed base building utility system and WCAA Ethernet. All Tenant electrical submeters are to be the meter specified above.
    - 11.1.1.2. The Tenant shall provide a primary rated current transformer.
    - 11.1.1.3. The current transformer to be rated 0.3% accuracy or better.
    - 11.1.1.4. The current transformer to be rated equal to or greater than the associated feeder circuit breaker trip rating.
    - 11.1.1.5. The current transformer to have a 0-5 amp full scale rated output.
  - 11.1.2. The WCAA approved water utility meter is the Neptune Technologies Model # TBD based on service size and application. A Tricon /S register is required for each meter to direct read in cubic feet. The register shall provide one contact closure per cubic foot of water use. The water meter to be appropriately sized for the demand of the Tenant space and address the following:

- 11.1.2.1. The Tenant must also provide appropriate backflow devices per WCAA requirements. (See Exhibit J of this document).
- 11.1.2.2. The water meters must be equipped with "Direct Read" dials measuring in cubic feet. The meter must be set to be readable from floor level.
- 11.1.3. The WCAA approved natural gas utility meter is the AMCO Inc. Model # TBD based on service size and application.
  - 11.1.3.1. The meter to provide a direct register reading in cubic feet and one contact closure per cubic foot of gas use.
  - 11.1.3.2. The meter must be set to be read from floor level.
  - 11.1.3.3. Natural gas information meter and a pressure-reducing valve (PRV) are the responsibility of the Tenant and must comply with WCAA requirements.
- 11.2. Tenant must submit a cash security deposit to the WCAA Finance department in the amount of \$5,000. Once the Tenant has met all metering requirements of this section, the WCAA will refund the security deposit upon acceptance of the WCAA approved agent performing final inspection, calibration (if required) and testing.
- 11.3. All utility meters and all associated equipment shall have remote reading capabilities and be compatible of interfacing with the base building utility system and the WCAA Ethernet. The tenant is responsible for meter communications wiring from the tenant space to the base building communications room and shall comply with data wiring requirements specified in the TCDM.
  - 11.3.1. All remote metering interfaces for water and gas meters shall be wired to the space electric meter enclosure in conduit.
  - 11.3.2. Pulse communication type interfaces shall be reviewed by the Authority for compatibility. Final connection of pulse meter wiring to the electric meter inputs shall be verified by the WCAA before approval.
- 11.4. A WCAA approved agent will perform all utility meter inspection, testing and certification to ensure compliance with WCAA requirements prior to operation in assigned Tenant space.
- 11.5. All utility meters for the monitored services will have properly sized inlets for gas and water meters. If the meter(s) does (do) not have a properly sized inlet for the available supply source, the WCAA reserves the right to direct the contractor to change out the meter(s) and replace it (them) with one(s) having a properly sized inlet, at the Tenant's expense.

- 11.6. All utility meters must be accessible with proper clearances for proper testing and calibration.
- 11.7. Meters must be located within the Tenant space it is servicing and out of view of the public. Meters must be located no higher than 5'-0" above the finished floor of the assigned Tenant space. Under no circumstances will any utility meter be located above the ceiling of an assigned Tenant space without prior written authorization from the WCAA.
- 11.8. The Tenant is responsible for all costs associated with verifying and connecting to the closest utility source if it is not located within their assigned space.
- 11.9. In order to allow for proper testing and certification, all meters for the assigned Tenant space must be installed a minimum of two weeks prior to the date of substantial completion.

## **12. Smoking Lounge Requirements**

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The WCAA may assign specific locations within airport facilities as smoking lounges. The following conditions are to be addressed in the HVAC design of this type of facility:

- 12.1. Storefront - Provide a minimized entry, while complying with all codes, in order to limit the possibility of smoke escaping the storefront. Opening into the venue must be no higher than the sign band.
  - 12.1.1. Must maintain 50 FPM into the opening of the storefront at all times.
  - 12.1.2. Entry doors are prohibited.
- 12.2. Enclosed ventilation system
  - 12.2.1. Space must be under constant negative air pressure at all times (24 hours a day, 7 days a week).
  - 12.2.2. Required ventilation air must meet minimum requirements set forth by ASHRAE and the Michigan Building Code (60 CFM per occupant)
  - 12.2.3. A minimum of 43 air changes per hour must be maintained at all times.
  - 12.2.4. All ducts must be completely sealed.
  - 12.2.5. All perimeter walls to be sealed.
- 12.3. Exhaust System
  - 12.3.1. Provide a minimum of 10' separation between exhaust and supply air systems.
  - 12.3.2. Exhausted air cannot be directed toward any type of building air intake as well as incidental equipment such as aircraft PCAIR units.

12.3.3. Any supplemental openings required through the base building exterior wall must be reviewed and approved by WCAA.

12.4. Make-up air system

12.4.1. All make-up air units must provide tempered air per Item 6 of this Section (HVAC Equipment).

12.4.2. At least two (2) make-up air units are to be provided for the venue acting in a redundant capacity for the system.

12.4.3. Filtration system must be readily accessible for maintenance.

12.5. Make-up Air Failure Situations:

12.5.1. Air handler failure: change over to second air handler.

12.5.2. Base building system failure: Make up air unit(s) provides for 100% of ventilation for space.

12.5.3. Make-up air unit failure: Exhaust air removed from base building system until unit is repaired.

12.5.4. Any other type of failure deemed possible by the WCAA.

12.6. Provide access to system that will allow serviceability of equipment while space is occupied.

**13. Acoustics**

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13.1. Stores having loudspeakers for the purpose of providing quiet background music for their patrons' enjoyment shall take precautions to ensure that any sound or vibration is not transmitted to adjoining tenancies, including those above or below. Acoustic baffling may be required in partitions and ceiling, or the speakers themselves will have to be housed in sound-attenuating enclosures. Loudspeaker systems shall not interfere with building public safety public address announcements.

13.2. Locations and output directions of loudspeakers located within Tenant's premises shall be shown on the Tenant's drawings.

13.3. Tenancies that generate loud noises shall provide, at their expense, acoustic insulation full height in all demising walls to the roof deck above with a rated construction of STC 55 or better.

13.4. All Tenant sound systems shall be interlocked with the base building fire alarm system to terminate operation upon a signal from the fire alarm. Work to be carried out by a WCAA approved contractor at the Tenant's expense.

13.5. Tenant sound systems are not permitted at kiosk locations.

13.6. See Item 6.14 for acceptable HVAC noise levels.

## **14. Exhaust and Odors**

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- 14.1. The location of any exhaust system shall be subject to WCAA approval.
- 14.2. Objectionable odors will be exhausted in such a manner as to prevent their release into the Building, or short circuiting into any fresh air vents. Where deemed necessary by the WCAA, such exhaust systems shall incorporate activated charcoal filter(s) other suitable device, fully and properly maintained.
- 14.3. Food service Tenants and restaurants shall provide all necessary kitchen exhaust ducts, exhaust hoods and kitchen equipment in accordance with Schedule C of the Agreement. All kitchen exhaust systems shall conform with most current edition of NFPA 101.
- 14.4. Where exhausting is required by the Tenant, the capacity of such exhaust shall not exceed the amount of fresh air supplied by the WCAA for the Premises unless supplemented by tenant supplied conditioned air.
- 14.5. There will be no exhausting permitted from the freestanding island kiosks.
- 14.6. Tenant's air handling equipment may not, under any circumstances, exhaust air into the building's interior space and may not draw air from the building's environment.

## **15. Tenant Signage Criteria**

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- 15.1. Imaginative designs which depart from traditional methods are encouraged. Tenants shall have identification signs designed in a manner compatible with and complementary to adjacent and facing storefronts and the overall design concept of the terminal. Tenants are encouraged to have signs designed as an integral part of the storefront design with letter size and location appropriately scaled and proportioned to the overall storefront design and must be located entirely within the 3'-0" signage band with its bottom located 9'-6" above finish floor. The WCAA has developed a wall bracket mounted blade sign which shall be used in addition to other WCAA approved Tenant signage. All store identification designs and following elements shall be subject to the WCAA's approval.
- 15.2. All signs and logos must conform to the Design Criteria and shall receive written approval from the WCAA prior to fabrication.
- 15.3. Any non-illuminated signs proposed for the Tenant's storefront must be of a high quality. Formed plastic letters will not be allowed.
- 15.4. The Tenant is encouraged to use non-illuminated graphics on any glass or solid panels in gold leaf, or other method subject to the WCAA's approval.

- 15.5. No exposed conduit, tubing, raceways, ballasts, transformers or other equipment shall be permitted.
- 15.6. Any Tenant having a corner storefront, with one or more elevations, may request incorporation of one main sign per elevation.
- 15.7. Signage on the exterior of the Building will not be allowed.
- 15.8. Labels or other identification (including sign manufacturer's label) are not permitted on the exposed surface of signs, except those required by code. Such labels or other identification shall be in an inconspicuous location.
- 15.9. Edge or back lighted translucent signs and front-lighted opaque signs shall not produce a visible brightness/luminance which exceeds 200 footlamberts.
- 15.10. Illuminated letters (channel letters, neon, etc.) shall not produce a visible brightness/luminance which exceeds 250 footlamberts.
- 15.11. The Tenant must provide access from within Premises for the servicing of sign components (except for the blade sign).
- 15.12. The installation of all Tenant storefront signs shall be conducted in accordance with the WCAA' s sign criteria, whether during initial store construction or as a sign replacement during the term of the Agreement.
- 15.13. Electrical service for lighting associated with Tenants signs shall come from the Tenant's electrical panel.
- 15.14. Illuminated or non-illuminated signs comprising the main Tenant signage are limited to the following types. Text is limited to individual letters only:
  - 15.14.1. Plastic face, metal return.
  - 15.14.2. Metal face, metal return with raised or etched letters and/ or logo.
  - 15.14.3. Glass:
    - Painted, silk-screened, etched to surface of glass
    - Raised or etched letters and/or logo applied to glass-metallic finish (i.e. brass bronze, copper, stainless steel)
    - Raised or etched letters and/ or logo applied to glass-solid color letters (i.e., lacquered)
  - 15.14.4. Metal channel with back lighting.
  - 15.14.5. Engraved or etched in approved stone.

- 15.14.6. Wood carved, routed, laser cut, painted with raised or etched letters and/or logo.
- 15.14.7. Artisan's plaque (bronze, copper, stainless steel, wood with WCAA approved finish).
- 15.15. Permanent signs of any type or registered trademark other than those owned by the Tenant will not be permitted on the Tenant's storefront.
- 15.16. Decals for credit cards and hours of operation are permitted, provided the area occupied by the decals does not exceed a single location of 12" x 12" as designated on the final design submission.
- 15.17. "Box" signs or "suitcase" signs are not permitted.
- 15.18. Moving signs or moving lights shall not be permitted. No advertising slogans shall be permitted. The WCAA reserves the right to require the removal of any store advertising, displays, or decorating that in its sole opinion is offensive, distasteful, or in any way in conflict with the best interest of the terminal environment or the Agreement.
- 15.19. Freestanding "lollipop" signs are not permitted outside of the Agreement area without the written authorization of the WCAA.
- 15.20. Permitted Locations
- 15.20.1. Within the storefront opening and behind the Agreement line.
- 15.20.2. Blade sign and armature by Tenant. Both must be approved by WCAA. Blade signage shall be limited to one location on the storefront except as follows:
- Any Tenant having a corner storefront, with one or more elevations, may request incorporation of one blade sign per elevation.
  - Any Tenant whose storefront occupies 3 or more structural bays may have an additional blade sign in every second bay. (ie. 3rd, 5th, 7th, etc.)
- 15.20.3. On the bulkhead in specific designated locations.
- 15.21. Blade Sign Design Criteria:
- 15.21.1. Blade signs must conform to the sign criteria previously set out in this Section.

15.21.2. Signs shall be secured to the common armature designed for the terminal.

15.21.3. Sign blades must be professionally designed and fabricated. Design shall be complete prior to tender. Design-build signage arrangements will not be accepted.

15.22. For information on neon signage please refer to Article 10.3.5.

## **16. Menu Board Criteria Food and Beverage**

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16.1. All menu boards must be professionally designed and fabricated, and subject to the WCAA's prior approval. The WCAA's encourages the display of ready to serve foods at the serving counter. Under no circumstances will the Tenant be permitted to display other signs, advertising or displays such as are often made available from food or beverage suppliers. Beverage dispensing units may not bear any advertisements for the beverage companies, nor may they be incorporated into the menu boards.

16.2. White, back-lighted Plexiglas will not be permitted.

16.3. All permanent information must be painted, silk-screened, etched, or applied to:

- Metal -neutral, painted or anodized;
- Wood -natural or painted;
- Plastic laminate;
- Glass-clear, translucent or painted.

16.4. Changeable information may be displayed using vinyl, die-cut numerals or letters, chalk boards, etc.

16.5. Changeable Menu Boards available through food and beverage advertising product suppliers are prohibited and may not be used.

16.6. Menu Board selections and detailing will be reviewed by the WCAA on an individual basis.

16.7. The Tenant must submit Menu Board design for the WCAA's review and approval.

## **17. Waste Handling**

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17.1. Garbage compaction and/or refrigeration equipment must be installed in the Premises by the Tenant if perishable items are handled or if required by applicable governing laws, codes, and/or regulations.

## **18. Seismic Restraint**

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- 18.1. The Tenant shall be responsible for the store design to conform to the seismic restraint requirements in the latest applicable building codes and shall suitably restrain all architectural, electrical and mechanical components in accordance with such regulations.

## **SECTION 5000 BARRIER FREE DESIGN REQUIREMENTS**

### **1. General**

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- 1.1 As a part of this manual, guidelines for barrier free design have been included. It will be every Tenant's responsibility to ensure that its store designs conform to current code requirements for barrier free access as laid out in the Michigan Building Code and the American Disabilities Act. This section in no way is meant to replace applicable barrier free codes and/or legislation and if there is a conflict, the more stringent requirement should be followed.
- 1.2 The WCAA has made a commitment to persons with disabilities. The design and construction of the Tenant's installation and fit-out, including communications services, choice of finishes, furniture selection, as well as the overall management approach will be reviewed specifically to ensure that people with disabilities will have full use of facilities. More than just a social commitment, the WCAA has recognized that as our society ages and as people with disabilities become more and more integrated into the activities of normal daily living, facilities such as this terminal will need to support people of all abilities as a practical reality. Accessible design will also allow the Tenants to benefit from an increase in the number of special needs travelers. By example, more than 80% of the vacation traveling public are older adults that will benefit from a barrier free approach and one of six people in North America has a disability. The WCAA recognizes that persons with disabilities represent a rapidly growing and largely untapped market force in our economy, and that they will play a large part in the activities at the terminal.
- 1.3 The WCAA intends to promote the accessibility aspects of its facilities, and encourage persons with disabilities to use its services; maintaining good access for persons with disabilities within each Premises is required. Following are guidelines for providing a barrier free environment in your Premises.

### **2. Tenant Access Recommendations**

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- 2.1 Concession Areas
  - 2.1.1 Power doors or at least low resistance doors where doors are used.
  - 2.1.2 Minimum aisle widths should be 3'-0", and aisles kept clear of displays.
  - 2.1.3 Displays should be generally kept at eye level.

- 2.1.4 Counters should have low sections or cutouts to accommodate wheelchair users, on both the public side and the working or operating side.
- 2.1.5 Informational signage should comply with signage requirements for the rest of the terminal - that is high contrast lettering generally mounted at eye level.
- 2.1.6 Floor surfaces should be slip resistant.

## 2.2 Lounges

- 2.2.1 Bars should have a lowered section for wheelchair users and/or people unable to use high stools.
- 2.2.2 Small tables need a minimum clearance of 2'-6" under the table and a diameter of approximately 2'-0" to be accessible to persons with disabilities.
- 2.2.3 Disability Awareness Training is recommended for lounge servers and greeters.

## 2.3 Restaurants/Lounges

Specific recommendations will depend on the exact nature of the restaurant and its decor. However what follows are basic "rules of thumb" for restaurant design as it relates to persons with disabilities:

- 2.3.1 Menus (approximately five) are to be provided in alternate formats - large print, Braille and/or audio-tape, for persons with low vision or blindness. Where possible, wall mounted menu boards should be at a convenient height for wheelchair users and be well lit with spot lights from track lighting or lit from behind.
- 2.3.2 Seating for persons with disabilities should be dispersed throughout restaurant. Fixed seating such as booths are generally difficult for people with poor mobility and older adults, and are inaccessible for wheelchair users. If booths are integral to the design concept, additional moveable seating shall be incorporated, as well as wider aisles to allow wheelchair users to sit at the table.
- 2.3.3 Clear, well-lit directional signage (indicating washrooms, etc.) shall be placed at the entrance.
- 2.3.4 Chairs should be light and easy to reposition.
- 2.3.5 Seat height should be 18" from the floor, approximately 17" deep x 17" wide, and most chairs should have armrests.

- 2.3.6 Supports or cross bracing may not interfere with kick space under the chair.
- 2.3.7 An aisle width of 36" minimum needs to be maintained to allow wheelchair access.
- 2.3.8 To accommodate wheelchairs -a minimum clearance of 30" under tables and 30" between legs is important. Tabletops should be a minimum 36" x 30", with any sharp square corners rounded off.
- 2.3.9 Corner legs on tables are preferred, however if round tables with center posts are used for dining, the minimum diameter of these tables should be 48".
- 2.3.10 In consideration of older adults and others with limited strength and/or poor dexterity, tableware and accessories should be selected that is easy to use, or be available on request, e.g. flatware with larger diameter handles, four pronged forks (not three prong), glasses and cups with broad stable bases, (please note. glasses with pattern or texture are easier to grip), etc.
- 2.3.11 Drinking straws should be available on request.
- 2.3.12 Pre-packaged condiments are difficult for people with poor dexterity. Alternatives should be available on request.
- 2.3.13 To serve wheelchair users, people with walkers, or people with balance and/or agility difficulties, self serve areas should have a wheelchair accessible counter for trays that is continuous from entrance to cashier.
- 2.3.14 To be within reach for wheelchair users, people with limited range of motion and others, food on shelves should be no higher than 54", and placed no further than 20" from edge of the counter. Duplicate items may be placed to suit designer's choice.
- 2.3.15 Disability Awareness Training is recommended for restaurant servers and greeters.

**SECTION 6000 CONSTRUCTION REGULATIONS**  
**(Also see Exhibit A)**

**1. Pre-Construction Requirements**

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Following the design approval process there are several mandatory requirements prior to commencement of construction. These requirements are listed below.

1.1. Pre-Construction Meeting

A pre-construction meeting must be scheduled through the WCAA. Those present at this meeting should be the Tenant, the Tenant's contractor and job site superintendent, WCAA staff, and the Northwest Airlines representative. The purpose of the meeting is to clarify site rules for contractors, procedures, scopes of work, identify contact persons, hours of operation, staging areas, routes of access, safety procedures, and other issues pertinent to the coordinated construction effort of the Terminal and Concession improvement. The 24 hour phone or pager numbers of the Tenant's representatives shall be provided to the WCAA and the Northwest Airlines representative. A joint tour of the premises will form part of this meeting. The following submissions shall be made at the pre-construction meeting;

- 1.1.1. Copy of Wayne County Airport Authority Construction or Alteration (C/A) application.
- 1.1.2. One copy of the applicable City of Romulus building permit.
- 1.1.3. One copy of the approved City of Romulus stamped building permit drawings.
- 1.1.4. A construction schedule and plan that includes all activities required to complete the work. The Contractor shall make an oral presentation of the Construction Plan. The schedule shall include all work components, shop drawings, submittal process, owner furnished items, interfaces with pertinent agencies and/or base building, milestones, substantial completion and final acceptance dates. If WCAA or NWA identifies any problems with regards to the schedule or construction plan, they will notify the Tenant. Failure to notify the Tenant of a potential scheduling or operations problem does not relieve the Tenant and their contractor of their responsibility. It is the Tenant's responsibility to notify NWA and WCAA of any change in this schedule.
- 1.1.5. Updated contact list including consultant, contractors, subcontractors and others. Contact lists are to include firm name, contact person, address and telephone, facsimile, pager, mobile and emergency phone numbers.

## 1.2. Identification Badging

All construction personnel must either be badged or be accompanied by someone with a badge at all times. No one is allowed on the airfield at any time unless wearing the proper badge or accompanied by a badged person at all times. Questions regarding badging requirements for construction personnel can be directed to Airport Security, 942-3606. The process for badging is as follows;

- 1.2.1 The Tenant's contractor(s) shall comply with all rules and regulations concerning security as set forth in Article 2.4 of this section.

## **2. Construction Rules and Regulations**

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### 2.1. General

- 2.1.1. All work at the McNamara Terminal shall be performed by skilled workers using new material, to the highest standards of construction practice. All workmanship by the Tenant shall be to the satisfaction of WCAA and NWA.
- 2.1.2. NWA will make available to the Tenant, at designated locations, construction electrical power. Workers on site shall use only those toilet facilities provided by the Tenant and designated for construction personnel.
- 2.1.3. The Tenant will have access to the Concourse during the construction period only as specifically identified by WCAA. Materials shall not be stored outside the limits of the Tenant's premises on the concourse.
- 2.1.4. Only rubber tired palettes or carts will be permitted inside the terminal building. Scaffolding mounted on rubber-tired rollers will be permitted on the Concourse floor for the Tenant's storefront work.
- 2.1.5. Access arrangements to the Midfield Terminal building will be designated at the pre-construction meeting.
- 2.1.6. If the Tenant and/or its consultants or contractor require access to a space not currently being utilized or operated by the same Tenant, prior approval must be obtained for access to that space. The Tenant must request, from WCAA, access to the space a minimum of 48 hours prior to the desired time of access.
- 2.1.7. Project rules and regulations are established to promote safe and timely completed projects with minimal disruption to other site activities and airport operations. WCAA and NWA reserve the rights,

at its sole discretion, to modify, delete, add or alter these procedures and requirements as needed from time to time.

## 2.2. Labor Affiliations

This project is governed by the Midfield Project Labor Agreement (PLA) dated March 24, 1997, which has subsequently been amended to include, among other issues, the current MUST drug testing program. The Tenant must comply with the PLA. A copy of the PLA is available for review at the Northwest Airlines Midfield Project Office or WCAA.

## 2.3. Hours of Construction

2.3.1. Normal working hours are from 7:00 a.m. to 3:30 p.m., Monday through Friday, except statutory holidays as listed in the PLA.

2.3.2. Construction activities must take place between 10:00 PM and 5:00 AM unless otherwise allowed. Depending on the specific circumstances, some activities may take place during regular working hours at NWA's and/or WCAA sole discretion.

2.3.3. Also see Exhibit A.

## 2.4. Security Regulations

It is imperative that all airport security rules and regulations be adhered to.

2.4.1. It is the responsibility of the Airport to maintain a barrier between public and restricted areas.

2.4.2. Allowing an unauthorized person into a restricted area or onto the Air Operations Area (AOA) is a serious violation of the Airport Security Plan.

2.4.3. The Federal Aviation Administration (FAA) monitors and test the security at the Airport on a continuous basis. Violations of the Security Plan can result in a civil penalty of up to \$1,000.00.

2.4.4. If the airport is assessed a civil penalty due to a security violation caused by the contractor, his employees or subcontractors, the penalty will be passed on to the contractor.

2.4.5. Foot traffic via the vehicle checkpoints is strictly prohibited.

2.4.6. All construction personnel requiring access to the airfield must be properly badged. Airport ID badges must be displayed on outer garments at all times.

- 2.4.7. The contractor shall not park any vehicles, nor store any construction materials within six feet of the AOA perimeter fence.
- 2.4.8. It is prime contractor's responsibility to inform all of its employees and subcontractors of all security rules.
- 2.4.9. The Tenant and its contractors are solely responsible for the security of the work site. WCAA and/or NWA are not responsible for damage to the contractor's work or loss of property.
- 2.4.10. The Tenant may be required to pay for WCAA security personnel if doors are left open during deliveries or debris removal.

2.5. Project Health and Safety

- 2.5.1. The Tenant and their contractors have sole and complete responsibility for safety on the project. The Tenant shall designate a Safety Representative during the entire construction period who shall regularly meet with WCAA to ensure the safety of the work. The Tenant and contractors shall comply with all health and safety requirements or standards in effect under the Federal, OSHA, State of Michigan, Wayne County, and as set forth in the latest WCAA standards.
- 2.5.2. The Tenant and their contractors shall comply with all fire regulations in effect under Federal, OSHA, EPA, State of Michigan, City of Romulus, and WCAA standards.
- 2.5.3. The Tenant and contractors shall, at all times, conduct the work in such a manner as to insure the least obstruction to the public, including vehicular and pedestrian traffic. If WCAA or NWA determines that any type of operation constitutes a nuisance, the contractor shall immediately proceed to conduct its operations in an approved manner. Contingent on WCAA and NWA approval, if a contractor causes any part of a street to be obstructed or closed to traffic, the contractor shall provide, erect, and maintain at their own cost and expense all of the approved barricades, signs, lights, and reflectors necessary to provide safe and convenient public travel. The contractor shall also provide, at its expense, any flagmen that may be required for warning and directing traffic. WCAA and NWA may at any time require additional provisions if such are deemed necessary for public safety or convenience. The contractor will be held responsible for all damage or injury, even though barricades, signs, lights, reflectors and flagmen are furnished as herein specified.

## 2.6. Elevator Usage

The use of elevators shall be coordinated with Otis Elevator Co. and with WCAA and NWA during construction of Tenant space. The Tenant and/or their contractors shall not utilize elevators unless specific approval has been granted. During any approved use of elevators the Tenant and their contractors must provide proper protection of all surfaces and elements within the elevators. Any damage done will be repaired at the Tenant's expense. Any expense incurred for operating the elevators will be the Tenant's responsibility.

## 2.7. Monitoring of Construction Projects

WCAA and NWA's staff or their designated representatives will monitor the construction project on a regular basis. They shall have the right to inspect the contractor's work during normal working hours or at any other time deemed necessary. The Tenant and their Contractors will be required to attend a weekly progress meeting with WCAA. The Contractor shall be responsible to prepare the agenda, conduct the meeting and publish minutes. Included in the progress meeting will be a review of the schedule, submittals, RFI's, pending change requests, coordination with WCAA or NWA, and any other issues which must be resolved, including issues which may have an impact on maintenance and/or operations.

## 2.8. Construction Site Maintenance

2.8.1. All construction sites must be kept in a broom clean and organized manner at all times. At no time may materials be stored outside the Tenant space on the Concourse, unless specifically authorized by NWA. Debris must be kept within the construction site, removed on a timely basis and legally disposed of as set forth by Federal, Environmental Protection Agency, County and State standards and/or ordinances. Any additional clean-up costs incurred by the building O & M contractor that were caused by the Tenant's contractor shall be back-charged to the Tenant's contractor by the Tenant and reimbursed to the O & M Contractor. Under no circumstances will any dumping be allowed on Airport property.

2.8.2. Other contractor's or NWA's dumpsters may not be used for trash/debris disposal. At its sole discretion, NWA may allow dumpsters to be placed near the construction site on the Project site in assigned areas. Also see Exhibit A.

## 2.9. Project Coordination

2.9.1. It is the express obligation and duty of the Tenant to coordinate its contractors through cooperating and communicating with WCAA and NWA, other tenants, or other contractors performing work at the

Project site. The Tenant and their contractors shall not impede, hinder, or delay any of the aforementioned parties in the performance of their work and shall remain solely and exclusively responsible for any damages or costs incurred as a result of any hindrance or delay.

2.9.2. It is the responsibility of the Tenant's contractor to coordinate its work with the work WCAA contractor(s). Additionally, the Tenant's contractor shall be required to utilize WCAA approved contractor(s) for performance of the following Tenant improvement work unless specifically authorized by WCAA in writing:

- Roofing modifications or penetrations.
- Exterior wall modifications or penetrations.
- HVAC balancing.
- Water balancing.
- Cleaning and flushing of chilled and heating hot water systems.
- Cleaning and disinfecting of potable water systems.
- Tie-in to base building utilities including fire sprinkler system.
- Building automation (temperature control) system.
- Paging system work.
- Fire alarm system work.
- Security systems work.
- Changes to base building demising walls.
- Cutting and patching of existing construction.
- Tie-in to communication and fiber optic cables.
- Any work that will affect the warranty covered by the Base Building Contractor.

2.10. Parking for Construction Workers

Will be assigned at Pre-Construction Meeting.

2.11. Storage of Materials

No hazardous materials may be stored on site.

2.12. Protection of Existing Conditions

It is the responsibility of the Tenant and their contractors to take all precautions to provide proper protection of all existing conditions and shall submit a plan proposing methods of protecting the existing conditions. The Tenant and their contractors shall pay for any and all damages incurred as a result of their work. If the Tenant and/or its contractors' operations cause any damage, interference, or inconvenience to work being carried out under any other contract, the Tenant and/or its contractors shall restore, replace, rectify, or otherwise make good any damage to the satisfaction of WCAA and NWA and/or their designated representatives. If the Tenant or its contractors fail to comply with this provision, the work will be done by others at the expense of the Tenant. If, due to the nature of a repair, WCAA or NWA determine a specific entity must complete the work in order to match the existing, WCAA or NWA shall so designate this requirement and the method to complete the work. The Tenant shall be responsible for all such costs.

2.13. Compliance with all Laws

The Tenant shall at all times observe and comply, and shall cause its consultants, contractors and subcontractors to observe and comply with all applicable federal, state, and local laws, ordinances, rules, regulations, executive and administrative orders, now existing or hereinafter in effect, which may in any manner affect the performance of the contract or the fulfillment of the Agreement terms.

2.14. Compliance with Environmental Laws

The Tenant shall at all times observe and comply, and shall cause its consultants, contractors and subcontractors to observe and comply with all laws relating to environmental matters, including contractor fueling storage/disposal systems.

2.15. Compliance with State/County Health Department

The Tenant shall at all times observe and comply, and shall cause its consultants, contractors and subcontractors to observe and comply with all Health Department requirements relating to food service facilities.

2.16. Hot Work

Hot work is defined as a process or procedure that could result in a fire if not properly controlled. Common types of hot work in construction are welding, burning, cutting, brazing, soldering, gasoline or fuel storage areas repair, etc.

2.16.1.No welding, flame cutting, or other operations involving the use of flame, arcs, or sparking devices will be allowed without adequate protection, subject to prior approval by the Fire Marshal.

2.16.2.No Hot Work may be done without a Hot Work permit from the Airport Fire Department. All combustible or flammable material shall be removed from immediate working area prior to welding. If removal is impossible, all flammable or combustible materials shall be protected with a fire blanket or suitable non-combustible shield to prevent sparks, flames or hot metal from reaching flammable or combustible materials. The contractor shall provide necessary personnel and equipment to control incipient fires resulting from welding, flame cutting, or other sources involving use of flame, arcs, or sparking devices. The Tenant's contractor shall provide and post a firewatch at any time during which welding or metal cutting is to take place. The Tenant' contractor shall abide by OSHA, API, FAA and local regulations pertaining to fire watch personnel. All welders must be certified within the last eighteen months. The contractor is responsible to obtain any special permits required. The Tenant and its contractors shall comply with all health and safety requirements or standards in effect under the Federal, OSHA, State of Michigan, Wayne County, WCAA Standards, and WCAA Hot Work Permit.

#### 2.17. Communications (Voice and Data)

The base building contains a consolidated communications backbone of fiber optic and copper cable that is distributed throughout the Terminal and Concourses. Point of Sale (POS) system and TV signal will be provided by the WCAA's approved vendor at the tenant's expense. Communications infrastructure for phone and data are located in Communications Rooms (CR's) and Special Systems Rooms (SSR's). Selected larger Tenant areas have been equipped with Tenant/Concession Cross Connect Panels. To obtain phone and data cable assignments, the Tenant will be required to submit phone and data cable requirements to NWA 's Communications Management Officer (CMO) or the WCAA. Additionally, the Tenant must provide information on the intended local telephone provider. Cable pairs between the Tenant space and the Telco Main Point Of Presence (MPOP) will be assigned. The Telco will assign all telephone numbers. The Tenant shall be responsible for providing, at Tenant's expense, all voice and data wiring between end devices and the designated SSR or Tenant/Concession Cross Connect Panel (if applicable). Terminations to the building systems shall be by a WCAA approved contractor.

## 2.18. Roof Work

All Tenant work involving the roof, including openings through the roof and mounting equipment upon the roof, shall first have the written approval of WCAA. All work shall be performed under the terms described in Section 4000 for roof penetrations and Article 2.9.2 of this section. All rooftop equipment shall be factory painted ship's gray to match the color of the existing equipment and shall not be taller than the existing equipment.

## 2.19. Plan Modifications

Once the WCAA issues a C/A Permit, any proposed change must be submitted in writing to the WCAA, with a copy to NWA for approval prior to proceeding with the change. This documentation must explain the reason for the requested change and be supported by adequate and appropriate information or drawings, as required. The Tenant should allow 10 calendar days for a response from the WCAA.

Direction by the City of Romulus Building Department to make a change in the drawings does not constitute approval by WCAA. It is the Tenant's responsibility to notify and obtain WCAA approval or concurrence with any such directives or changes. If changes are made without WCAA approval, the Tenant may be required at its own expense to modify the work to conform to the approved drawings. If these modifications are not completed, they will be subject to correction through the Punch List process.

## 2.20. Project Close-out Requirements

2.20.1. When the Tenant determines that the space is substantially complete and ready for an inspection, the Tenant shall notify WCAA in writing a minimum of 48 hours prior to the requested inspection. Such request shall be accompanied by the mandatory submissions outlined in Article 4, Section 2000 of this manual. WCAA will schedule the inspection, review the improvements and prepare a Punch List of deficiencies.

2.20.2. If WCAA determines that the space is substantially complete and may open, a written approval is given to the Tenant. Punch List items that are prerequisites to opening the store shall be completed and reviewed again with WCAA and NWA prior to opening. Failure to complete these items prior to opening will cause the premises to be closed until the remedial work is completed to the satisfaction of WCAA and NWA in its sole discretion.

2.20.3. Following the inspection, the Punch List will be issued by WCAA to the Tenant. When the prerequisites to opening noted in 2.20.2 have

been rectified WCAA will issue written authorization for the Tenant to open the premises for business.

2.20.4. When the Tenant has completed all Punch List items, the Tenant shall request a reinspection of the space. WCAA shall schedule this reinspection.

2.20.5. The Tenant is required to complete all items on the Punch List identified as required prior to the opening. The Punch List is deemed to include all items described by Article 3.5, Section 3000 of this manual, whether listed or not. If the Tenant, its consultants or contractors fail to complete required Punch List items prior to opening, NWA and WCAA reserve the right, at its sole discretion, to either;

- Complete the work at its cost and back charge the Tenant, or
- Close the Premises until all outstanding items are completed.

2.20.6. The Tenant is required to obtain a Certificate of Occupancy from the City of Romulus, and other jurisdictions having authority, prior to opening. Copy of the Tenant's Certificate of Occupancy must be submitted to WCAA and NWA representatives.

2.20.7. The Tenant is required to furnish As-Built drawing files and other documentation required by Section 3000 to the WCAA within 90 days of completion of the project.

**EXHIBIT "A"**  
**CONSTRUCTION GUIDELINES AND PROCEDURES**  
**FOR MCNAMARA TERMINAL TENANTS**

The following guidelines were developed in an effort to assist the contractor and tenants to facilitate their construction in this fully-operational terminal; and to ensure compliance with the Airport, Operations, Security and TSA Requirements.

**Construction or Alteration Permit/Insurance & Bonds**

- Prepared Construction/Alteration Permits can not be issued by the Wayne County Airport Authority (herein referred to as WCAA) until receipt and approval of proper Insurance and Bond documents from the Tenant's contractor.
- Copies of the Construction/Alteration Permit (C/A Permit) are distributed to the Tenant, their contractor and all affected Airport Authority offices.
- Informational copies of the C/A Permit will be distributed to The City of Romulus and Northwest Airlines.

**Security Badging Process**

- Security Badges will be issued by the Airport Authority's Credentials Office upon compliance with the established procedures.
- The Contractors are encouraged to maximize the number of Photo ID badges for their employees.

**Construction Contractor Staging Area & Employee Parking**

- WCAA along with Northwest Airlines (NWA) Midfield offices will allocate the site for each Contractor staging and parking.

**Contractor Access to AOA Through Security Gate # 33**

**AOA Access**

- AOA access is presently available between the hours of 10:00 p.m. and 5:00 a.m. (night hours) seven (7) days a week.
- All deliveries of materials, equipment, tools, etc., shall take place exclusively through Gate #33 during "night hours."
- Existing Gate #33 hours are subject to change *without* prior notice to contractor. Tenant/Contractor may be responsible to secure guard services at their expense to facilitate deliveries through this Checkpoint. Guard Service Request Authorization forms may be obtained from the WCAA Credentials Office.

## **Materials/Equipment /Tools**

- Guard Services *will be* required at the Tenant's/Contractor's expense during the unloading of materials, equipment, tools, etc., into the McNamara Terminal Building at Gate Level through the delivery door adjacent to Gate #B-10. It is the Tenant/Contractor's responsibility to obtain approval from the Airport Authority's Credentials Office to have card reader access to open the delivery door at this location.
- Large materials, equipment, etc., shall be brought into the McNamara Terminal from the AOA through the delivery door adjacent to Gate #B-10. NOTE: Delivery door is at "Gate Level." Contractor is responsible for providing means to lift materials to the "Gate Level." Prior coordination with NWA Facilities Maintenance & Operations (FMO) is required to ensure apron access at Gate area will be available.
- All materials and tools are required to be delivered to the construction site, stored and secured behind construction barricades at all times.
- Trash shall be held behind construction barricades and removal from construction site will be through the door adjacent to Gate #B-10 and across AOA, exiting through Gate #33 during "night hours." NOTE: If the Contractor needs to leave a dumpster overnight at Ramp Level adjacent to Gate #B-10, it needs to be coordinated with NWA FMO Office. The Contractor shall provide a tarp to cover the dumpster to prevent debris from spreading through the aircraft area.
- The Contractor is required to utilize only soft (non-skid, non-marking) tire transportation devices for the hauling of materials, tools, equipment, trash, etc., across the Terrazzo floor in the Terminal. Material hauling must be approved by NWA FMO.
- The Contractor is ultimately responsible for damage protection of existing Terrazzo, tile and stainless steel surfaces. Any damage caused to these surfaces during mobilization onto construction site through clean-up and completion of project will be repaired at the Contractor's expense.
- In the event specialized tools or unscheduled trades are required on site, the Airport Tenant may make arrangements with the Contractor to meet at Passenger Screening Checkpoint to receive, transport and deliver tools, etc. to the secured job site. Tenant will be responsible for inspecting all equipment before accessing the sterile corridor. Contractor will proceed through Passenger Screening Checkpoint and will not receive these tools/equipment until arriving at the construction site. The Contractor, in this case, will require Visitor Badges and will have to be escorted by someone with a photo ID Badge.

## **Employee Access to Site**

- The Contractor is responsible for the transportation of employees from the designated parking area to the McNamara Terminal. A large passenger van is recommended for transporting and pick-up at the start and end of the work shift. **Please note that No Parking will be allowed for this vehicle near the terminal.**

- The Contractor's employee access during Normal Screening Checkpoint hours shall be through the **International Arrivals Level** between the hours of 4:00 a.m. to 9:00 p.m.
- The Contractor's employee access during the hours of 9:00 p.m. through 4:00 a.m. will be through the **Domestic Gate Level** Screening Checkpoint (Checkpoint Red 3).
- All Contractors are subject to search at the Passenger Screening Checkpoint.
- A valid State-issued photo identification will be required at the Checkpoints for all Contractors who possess non-photo Contractor Badges ("C-Badges") or Visitor Badges. These individuals will be required to be "escorted" at all times by a "Badged" employee while in the Terminal.
- No tools, materials, equipment, etc., will be permitted to enter through the Passenger Screening Checkpoint.
- Contractor's employees shall not utilize the public area holdrooms for breaks, to eat lunches, congregate or to hold meetings of any kind.

### **Hours of Construction**

- "Night hours" are defined as 10:00 p.m. through 5:00 a.m., subject to daily coordination with Airline Operations.
  - Construction work which must be performed at night includes:
    - Work in public spaces (work outside the lease line).
    - Noisy operations such as core drilling, etc.
    - Utility shut-offs and tie-ins
    - (\*) Material and equipment deliveries
    - (\*) Trash removal.
- (\*) NOTE: Material/equipment deliveries and trash removal will require prior coordination with NWA FMO to ensure availability of apron area access.
- Work in public spaces or outside the lease line shall be coordinated with the Leaseholder and shall not interfere with daily airline operations.

### **Responsibilities**

#### **Pre-construction Meeting**

- The Contractor is responsible to schedule pre-construction meeting through Properties, Planning and Facilities – Airport Inspector's Office.
- The Contractor is responsible for notification to WCAA personnel, Johnson Controls, NWA FMO, and NWA Midfield Project Offices of upcoming meeting.

- The Contractor will provide contact name and telephone number to the WCAA, NWA/FMO and Johnson Controls for emergency access to the construction site.

### **Construction Inspections**

- The Contractor will schedule required inspections through Properties, Planning and Facilities – Airport Inspector’s Office.
- The Airport Inspector’s Office will coordinate site inspections with WCAA personnel, Johnson Controls, and NWA/FMO Representatives.

### **Base Building Access**

- Contact Johnson Controls to access locked areas of Base Building spaces.
- The Contractor must coordinate utility shut-offs and tie-ins with Airport Inspector’s office, NWA and Johnson Controls prior to performing work.

### **Base Building Modifications**

- The Contractor must coordinate base building modifications with Airport Inspector’s office, NWA and Johnson Controls prior to performing work.

**EXHIBIT "B"**  
**TENANT'S CHECK LIST**

The Tenant and its contractor will not be allowed to start work in the McNamara Terminal at Detroit Metropolitan Wayne County Airport until the following checklist of items have been completed.

Item No.	Description	Date Received	Complete		Comments
			Yes	No	
1	Designers <ul style="list-style-type: none"> <li>• Architectural</li> <li>• Mechanical</li> <li>• Electrical</li> </ul> <i>Address &amp; Phone Numbers Required</i>				
2	Contractors and Subcontractors <i>Address &amp; Phone Numbers Required</i>				
2(a)	Labor Affiliations				
3	Signed Lease Document c/w Related Terminal Drawings				
4	Approved Design				
5	Landlord's Work for Tenant <i>(List - Mechanical, Electrical, Flooring, etc.)</i>				
6	Contractor's Insurance Certificate				
7	Design & Construction Schedule <ul style="list-style-type: none"> <li>• Dates for Key Landlord Work</li> </ul>				
8	Pre-Construction Meeting <ul style="list-style-type: none"> <li>• Landlord/Tenant Contractor</li> <li>• Concession Architect</li> </ul> Agenda: <ul style="list-style-type: none"> <li>• Site, General</li> <li>• Common Areas</li> <li>• Labor Status</li> <li>• Schedule</li> <li>• Tenant Work Authorization Forms</li> <li>• First Aid Services</li> <li>• Access to Site</li> <li>• Laydown Area</li> <li>• Parking</li> </ul>				

	Agenda cont.: <ul style="list-style-type: none"> <li>• Safety</li> <li>• Security</li> <li>• Garbage</li> <li>• Clean Up</li> <li>• Damage</li> <li>• Hours of Work</li> <li>• Temporary Services</li> <li>• Tenants Not Permitted to Work Outside the Tenant Space</li> </ul>				
9	Pre-Construction Inspection <ul style="list-style-type: none"> <li>• Deficiency List</li> </ul>				
10	Orientation of Site Personnel				
11	Facility Alteration Permit				
12	Letter of Credit				

**Completion**

On completion of tenant fixturing, tenant must have completed and produced the following prior to occupancy and use of the premises.

1. Occupancy Permit
  - Final Acceptance from Authority Having Jurisdiction
  - Final Air Balance Report
  - Final Sprinkler Report
  - Fire Alarm and Life Safety Systems Report
2. As-built drawings and specifications
3. Settle all accounts and pay all charges

**EXHIBIT 'C'**  
**STANDARD TEMPORARY CONSTRUCTION BARRICADE**

Temporary Construction Barricades shall conform to the following specifications for all construction projects within the Detroit Metropolitan Wayne County Airport. All barricade designs shall be submitted to the Wayne county Airport Authority (WCAA) or approval.

Materials:

- Gypsum Drywall, taped and painted a neutral color (as approved by WCAA) with a four-inch (4") black vinyl base and 1"x4" head trim painted black.
- A door with wood or metal frame, including stops around frame, and locking hardware shall be installed to swing into the space under construction. Door and frame shall be painted to match drywall.
- Provide a totally sealed membrane at the top of the partition to prevent the spread of dust (i.e. Visqueen) neatly installed.
- Partitions, framing and bracing shall be designed to be self-supporting and shall require minimal attachment to existing finished surfaces. Any damage to existing surfaces shall be repaired c to a finished condition acceptable to WCAA.

Note: Depending on the area of work, working conditions, time frame and phasing, special consideration shall be given to plywood barricaded (constructed of Fire Retardant Plywood and Framing per Building Code).

- Plywood shall Fire Retardant with A/D surface finishes, 1" x 4" base and head trim and 2" x 1/2" battens covering the vertical joints between sheet. ("a" surface facing public side.)
- A door, with a wood or metal frame, including stops around frame, and locking hardware shall be installed to swing into the space under construction.
- Paint colors for the plywood panels and the wood trim shall be submitted to WCAA for approval (2 colors required, 1 for panels and 1 for trim).
- No graphics or signage is allowed on the exterior of the construction barricade.
- The Building Permit and WCAA C/A Permit shall be framed and secured to the public side of the construction barricade in the upper corner of the barricade return or the upper left corner of the face of the barricade.

The public side of all barricades shall have a finished architectural appearance acceptable to WCAA. Special conditions shall be submitted to WCAA for approval.

Height: The barricade shall be a minimum of eight (8) feet in height. Full height Barricades will be required for construction projects, which, due to their scope, will produce excess noise, dust and/or odors

Screening:

- Construction screening of existing in-line spaces, enclosed by glass sliding doors, shall have graphic screening installed on the inside face of the glass sliding door, for viewing from the Public side. Graphic screening shall fill the entire glazed area of all panels enclosing the space under construction. Graphic screening shall be submitted to WCAA for approval.

**EXHIBIT 'H'**  
**BADGING PROCEDURES, VEHICLE ACCESS AND OPERATIONS CONSTRUCTION**  
**OFFICE**

**I. Badging (Contact Airport Security 942-3606)**

- A. All persons who enter a restricted area of the Air Operations Area (AOA) must have a valid Airport Identification Badge.
- B. Persons with a valid photo ID badge will be allowed unescorted access to and from construction sites in restricted areas and on the AOA.
- C. Persons with non-photo ID badges must be escorted and supervised at all times by someone with a photo ID badge when working in, or moving to and from a restricted area of AOA construction site.

THE PURPLE CONSTRUCTION SITE BADGE ALLOWS ACCESS TO AND FROM THE CONSTRUCTION SITE ONLY. IT AUTHORIZES ACCESS TO NO OTHER AREAS.

**II. Obtaining Contractor's Badges**

- A. Contractors and subcontractors must direct a "Letter of Introduction" to the Airport Security Department which states the following:
  - Company name and type of work being performed;
  - Tenant/airline/company work is being done for;
  - Work location;
  - Start date and estimated date of completion;
  - Badging requirements - number of photo or non-photo. When non-photo badges are being requested, the contractor must assure the Airport that a daily log of issuance will be maintained to ensure their accountability;
  - Contact name and cellular phone or pager number for project director/site foreman;
  - WCAA Construction or Alteration (C/A) Permit Number.
- B. To obtain a photo ID badge, submit badge application forms for all employees requiring unescorted access to the AOA/restricted area. Remember: Non-photo ID badged persons must be escorted and under the direct supervision of a photo ID badged person at all times.
  - 1. The background information on the "Badge Application Form" (Exhibit D) must completely cover every month of the past ten years. If there are any gaps, a personal reference will be accepted. (Include: name, years known and phone number).
  - 2. All background checks must be done by the contractor or subcontractor. Airport Security will verify these checks.

3. Complete the Delegation of Authority Form (Exhibit 1) and have it authorized by the tenant/airline/company the work is being done for.
4. A deposit of \$50.00 per badge (refundable upon return) plus \$5.00 processing fee (non-refundable) is required for each badge, whether photo or non-photo. Payment must be made in the form of two checks, payable to "Wayne County Airport Authority"; one for all deposit monies and the second to cover all processing fees.
5. In order to maintain the most current records, badges must be picked up within 30 days of processing. Records on file for over 30 days will be deleted from the system and will require the applicant to submit his/her paperwork again, and be re-billed for the processing.
6. Badges must be returned at the end of the project, or on the date the badges expire, whichever come first. Failure to return badges may result in permanent revocation of ID badge privileges at the Airport.

### **III. Vehicles (Contact Airport Operations 942-3685)**

- A. No Vehicle may be driven on the AOA/restricted area unless:
  1. The driver of the vehicle has a valid Airport photo ID badge, and;
  2. The vehicle displays an authorizing "DTW" (vehicle permit) on its dashboard at all times, and;
  3. The vehicle displays the company logo affixed to the exterior of the driver's and passenger's door and;
    - a. Logos shall be no less than 12" x 12";
    - b. Logos can be magnetic, printed or pasted on, but must be commercially made.
  4. The driver has taken and passed the written "Ramp Drivers Test."
- B. Issuance of permanent vehicle permit - "DTW":
  1. A letter requesting vehicle access must be sent to the Airport Operations Department from the tenant or prime contractor. (If a subcontractor is required for the project, the letter must still come from the tenant or prime contractor.)

The letter must contain the following:

    - Location of the project;
    - Construction or Alteration (C/A) permit number;

- Vehicles requiring access (make, model, and license plate number);
  - Proof of insurance
2. Only those vehicles that are essential for the job will be authorized to have permits, i.e. vehicles for the sake of convenience will not be permitted - example: tool vehicle.
- C. Transient construction vehicles will be issued a temporary DTW (vehicle permit) at Guard Booth #6 at Checkpoint #1 (west Service Drive/Goddard Road):
1. Those companies on the approved "Vendors List" and drivers who have a valid photo ID badge with the ramp driving endorsement will be assigned a temporary DTW vehicle permit and will be allowed to proceed unescorted to their destination.
  2. Those companies not on the approved "Vendors List", not having photo identification, or the ramp driving endorsement, will be issued a temporary DTW vehicle permit and a temporary visitor ID badge, and will require an escort from the vehicle checkpoint to their destination, and until they exit the secured area. Escorts will be provided by the contractor or sponsoring tenant.
  3. Temporary DTW's and badges must be returned to the guard at the vehicle checkpoint upon exiting.

#### **IV. Ramp Driving Test (Contact Airport Operations 942-3685)**

- A. Any individual operating a vehicle on the Air Operations Area (AOA) must have a photo ID badge and will be required to complete and pass (70% minimum correct) a written test on the operating rules for the AOA.
1. A study guide entitled "Airport Rules and Regulations Manual" is available from the Airport Operations Department or Airport Director's Office.
  2. Individuals successfully passing this test will receive a Ramp Driving endorsement on their ID badge.
- B. Individuals operating vehicles on the AOA without the Ramp Driving endorsement may not only be subject to fines, but repeated offenses can result in the confiscation of the Airport ID badge and removal from the restricted area.

## **V. Escorting**

- A. It is the prime contractor's responsibility to designate an employee with a photo Airport ID to be responsible for the escorting of all vendor/suppliers requiring access to the construction site. This individual will be knowledgeable in the applicable Airport security and safety rules and regulations. The name of this individual will be provided to the Airport Security Manager and the Airside Manager of Airport Operations.

Note: Due to the size of some projects and the number of deliveries, more than one person may have to be assigned to the escorting function.

## **VI. Communications**

- A. The prime contractor's job foreman/site superintendent, at the contractor's expense, shall have with him at all times a pager and/or cellular telephone. The prime contractor shall provide the pager/telephone number to the Airport Security Manager and the Airside Manager of Airport Operations.
- B. The designated prime contractor's employee(s) responsible for escorting, will, at the contractor's expense, carry with him at all times a pager and/or cellular telephone. The prime contractor shall provide the pager and/or cellular telephone numbers to the Airport Security Manager and the Airside Manager of Airport Operations.

## **VII. Issuance of Keys**

- A. Any contractor requesting keys to a gate or door may obtain a "Key Request Form" from WCAA. This form identifies the door or gate number involved, along with the number of keys necessary. Once completed, it should be returned to the Airport Security Department.
- B. Locks and keys will only be issued to "Prime" contractors, not subcontractors.
- C. There is a refundable \$100.00 deposit for the use of each perimeter gate lock and two keys. Additional keys require an extra deposit of \$5.00 each. There is no deposit for door keys.
- D. Each key will be serialized, and the contractor, prior to issuance, must provide the Airport Security Department with the names of the individuals who will be holding the keys. Only those individuals with photo badges will be allowed to have keys.
- E. When the lock and keys are no longer needed, the keys should be returned by the contractor to the Airport Security Department for a refund of the original deposit.

### **VIII. Tenant Construction Office and Employee Parking**

- A. A site for an office trailer, should a contractor wish to set one up, may be designated, if space is available, but utilities to support the trailer will not be provided. Trailers must be skirted.

### **IX. Doors and Gates**

- A. Doors and gates that allow public access to restricted areas or the Air Operations Areas must be closed and locked at all times.
- B. Unlocked, open, and unattended security doors and gates are serious violations of the Airport Security Plan, and may result in FAA civil penalties.
- C. No openings shall be created in any Airport building, terminal, concourse, or perimeter fence that would allow public access to sterile, restricted or AOA areas without first securing the permission of the Airport Security or Airport Operations Department.

### **X. Challenging**

Challenging is an inquiry into whether an individual is authorized to be on the AOA or in a Restricted area. All employees are required to challenge unauthorized individuals.

- A. Challenge an individual if they are not displaying an Airport ID badge while in a restricted area.
- B. If proper identification cannot be produced, The Wayne County Sheriff's Department (942-3600) and the Airport Operations Department (942-3685) should be notified.

FAILURE ON THE PART OF YOUR COMPANY OR EMPLOYEES TO COMPLY WITH THE ABOVE RULES, OR TO HELP OTHERS BYPASS THE SYSTEM WILL SERIOUSLY COMPROMISE SECURITY AT THE AIRPORT AND SUBJECT YOU TO POSSIBLE REVOCATION OF THE TENANT'S CONSTRUCTION/ALTERATION PERMIT AND/OR PROSECUTION.

Whenever any questions of security arise, the Airport Security Department should be contacted at 942-3606, or if unavailable, the on-duty Security Control Center Supervisor at 942-5304 or 942-5305.