



Jacobs

Concourse A

Concessions Design Criteria Manual

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Key West International Airport (EYW)

Monroe County, FL



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Concourse A Preliminary Design

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1. Introduction

1.1 EYW International Airport

Key West International Airport is an international airport located on the island of Key west in Monroe County, Florida. Key West International Airport covers 334 acres. The airport has two Terminals. The older ground-level Concourse building opened in 1957 and now serves arriving passengers. The Concourse was expanded with the addition of a separate second Terminal building elevated over the parking lot in February 2009. The newer Terminal building includes an elevated roadway and houses ticketing, check-in, and the airport's security checkpoint. The need for additional passenger terminal facilities was identified in the 2015–2035 Master Plan Update, which outlined a plan for the provision of future facilities and infrastructure to accommodate forecast demand through 2035. The new Concourse complex is comprised of a new second-level Concourse A with a total of 48,266 square feet which includes 8 gates, common use hold rooms, main circulation core, concessions, restrooms, and support areas. Below the new concourse on the ground level is the baggage make up area and device, airline ramp spaces, and ramp equipment storage areas.

Concourse A will include of six Concession locations throughout the main Concourse occupying 11,171 square feet of Concession Marketplace, Concessions full-service restaurant, three Service Restaurants and Concessions Bar and Grills.

The pages that follow set forth the vision and goals of the Key West International Airport. The development of this manual is intended to guide Concessionaires and their design teams through the process required to achieve that vision and those goals

Concessionaires should become familiar with these documents and shall adhere to the current versions and any future revisions to these documents. The documents are considered to be dynamic in nature and may change from time to time.

1.2 Website for Concessionaire Construction

Key West International Airport will maintain updated documents, including this manual, on the Key West International Airport webpage. It is the Concessionaire's responsibility to access and use the latest versions of these documents.

The website address is: <https://eyw.com/administration>

1.3 Codes and Standards

The Concessionaire will be responsible for reviewing, understanding, and implementing, as part of its design, all applicable codes for all applicable jurisdictions, including but not limited to local, state, and federal laws, statutes, orders, codes and code ordinances, and regulations applicable to the work. Review of the Concessionaire's documents by Monroe County Airports does not include code compliance and does not relieve the Concessionaire of responsibility to satisfy all applicable regulations. Concessionaire must verify applicable codes and standards prior to the start of any project. All Concessionaire, architects, engineers, and contractors must be familiar with this Concessions Design Criteria Manual in addition to the adopted Authority codes.

- FBC Florida Building Codes
- IFC International Fire Code

- NEC National Electrical Code
- ADA Americans with Disabilities Act
- NFPA National Fire Protection Association

2. General Notes

2.1 Design Objectives and Criteria

The objective of the Concessions Design Criteria Manual shall be to define a set of base criteria and standards for concessionaire lease space as they relate to retail, food and beverage, and service spaces. EYW encourages Concessionaires to express their brand and identities, while enhancing the character and visual aspect of the concourse areas for service-oriented activities. The recommendations and requirements herein define the basic level of expected finishes and construction completion of design and vision with the highest quality of modern concession designs while representing the unique and special character specific to the island of Key West.

This set of Concession guidelines have been prepared to assist all tenants at EYW in developing planning and design strategies that will interact in a harmonious way with the existing Concourse A architecture and spaces. The concession zones form a linear pattern along the primary main circulation area, the outward expression of this organization is best seen from the main circulation.

It is the intent and commitment of the Key West International Airport to provide an attractive and pleasant experience for passengers, terminal users, and Concessionaires at EYW. The Airport encourages dynamic retail store and restaurant designs that are consistent with the unified aesthetic and functional visions of the Airport, and also add physical expression of the Airport's goals for the concessions program while creating a sense of place through unique, inviting, and original designs that capture the spirit of Key West. Recognizing the importance of a Concessionaire's brand identity, the Airport also encourages the expression of brand identity within the context of a contemporary and timeless place as long as the intent is maintained.

2.2 As Built-Conditions

The Concessionaire shall be responsible for verifying existing conditions contained within the base building drawings and specifications and the Airport makes no claims as to their accuracy or completeness and are intended for reference only. Concessionaire design proposals shall in no way damage or compromise any base building condition without express written permission from the Airport. All site conditions and dimensions must be verified by the Concessionaire and confirmed against Concession Agreement drawings prior to receiving approval for final working drawings. Any deviations between this document, the Concession Agreement and the base building drawings must be specified and submitted by the Concessionaire.

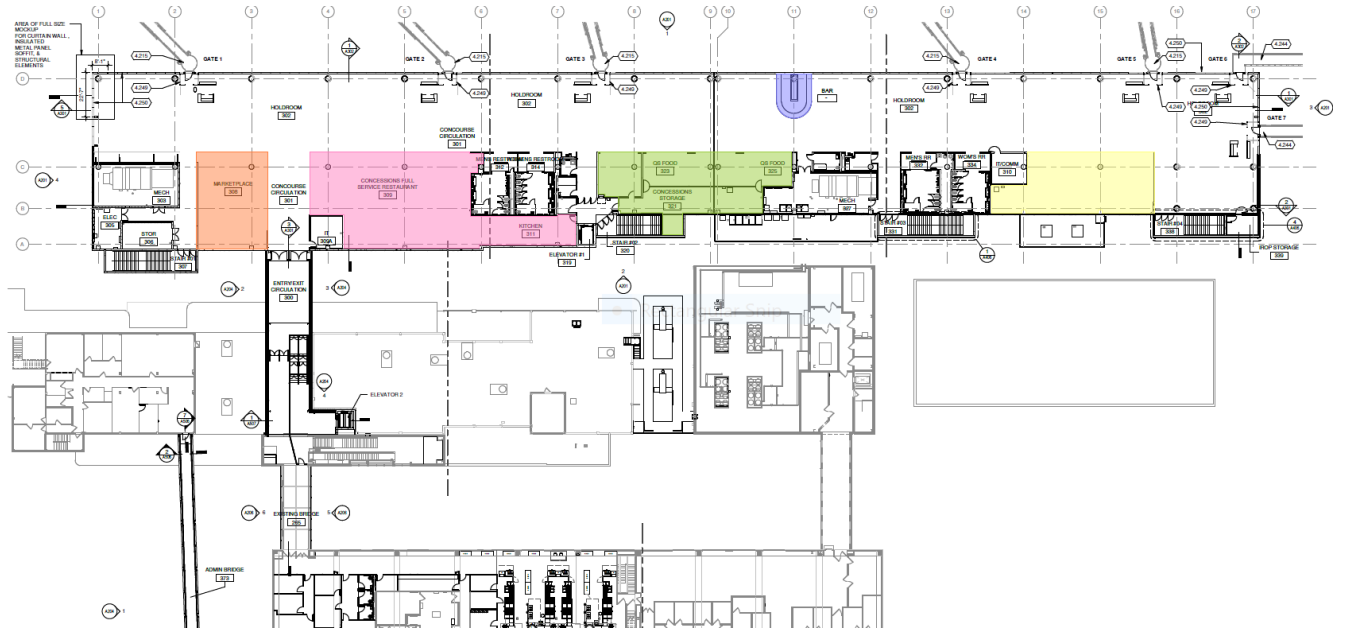
All base building mechanical, electrical, plumbing and telecommunication services are to be located by the Concessionaire, as they relate to the leased space, and referenced in the appropriate drawings and documents. Concessionaires are required to incorporate these services into their design proposals and ensure that they remain unimpeded with allowances made for appropriate access. Additionally, Concessionaires are responsible for coordinating with the Airport such that all proper mechanical, electrical, plumbing and telecommunication services necessary for their leased space are available. Concessionaires should become familiar with these documents and be responsible for remaining current on revisions to these documents. The documents are considered to be dynamic in nature and may change from time to time.

Concessionaires are encouraged to establish on-going communications with Airport during their design and construction phases to ensure their facilities comply with all of the appropriate design objectives, standards, and criteria. This Concessions Design Criteria Manual will familiarize Concessionaires with the various special conditions of EYW Concourse A and offer their design and construction teams guidelines for preparing and submitting designs for review and approval. Dimensions and details of existing building conditions shown in the Concessions Design Criteria Manual are intended for reference only. It is the responsibility of the Concessionaire to confirm existing

conditions and to document any deviation in the existing condition with actual details for the Airport's review and approval.

3. Building Conditions

3.1 Overall Master Plan



3.2 Interior Rendering

These spaces, located throughout Concourse A, are intended to be inside an enclosed area with the soffit complimenting the main wall finish of the main corridor. The images below illustrate preliminary renderings.



4. General Conditions

Concourse A is characterized by a highly coordinated palette of materials and colors. Tenants should select materials and finishes that will compliment this design context. All materials and finishes selected shall be of first quality and installed to an appropriately high standard of workmanship. Care should also be given to material scale and module sizes, to ensure that installations can be rationally integrated into base building dimensioning. The Airport encourages early consultation on all matters pertaining to materials and finishes and close coordination with existing detailing of base building finish conditions.

4.1 Storefronts

Storefronts offer EYW travelers their first glimpse of Concessionaires' brand identity and personality and therefore must be easily legible and well-maintained. They must provide a level of visual interest that is engaging yet keeps with the guidelines set forth in this document. Approved and prohibited material types are depicted in more detail in the "Materials and Finishes" section of this document.

Storefront construction must be securely anchored to the base building structural system, where such support is required.

All base building mechanical, electrical, plumbing and telecommunication fixtures and devices are required to be identified by Concessionaires and integrated into their storefront designs within their lease lines.

4.1.1 Openness/Transparency

All Concessionaires are required to maintain a minimum of 70% storefront transparency through the use of glazing or open space. The Airport encourages the use of completely open storefronts and/or full-height glazing where possible. The storefront entry height shall be a minimum of 8'-0" in Concourse A. Entry widths shall be a minimum of 6'-0" in all locations. In situations where the Concessionaire's area is sited such that it has more than one public face, each Concessionaire face shall be required to follow the criteria set forth in this document. Concessionaires may treat either or both faces as the primary means of entrance and egress.

4.1.2 Materials and Finishes

Storefront finish materials shall be extremely durable, high quality, and easily maintained. Storefront materials must appear different from the adjacent Airport finished spaces so that passengers can distinguish the tenant from the Airport spaces. This can be achieved through color, texture, pattern, or materials. All finishes are subject to the Airport's approval

Acceptable materials include:

1. Decorative finished metals such as polished chrome, anodized aluminum, stainless steel, and zinc.
2. Natural stone products such as marble, granite, or limestone.
3. Top quality hardwood.
4. Rough sawn, re-used, or recycled lumber; rough sawn cedar; or other unfinished woods with the Airport's approval and if consistent with the tenant's generally recognized trade dress.
5. Glass Fiber Reinforced Concrete (GFRC) material.
6. Tempered glass.
7. Solid surface, quartz, ultra-high strength concrete.

Use of the following materials on the storefront is strictly prohibited:

1. Large areas of plain, smooth, painted gypsum board.
2. Highly textured paint or stucco, masonry with highly textured surfaces, or sharp corners.
3. Vinyl wall covering, fabric, or wallpaper. Decorative murals are subject to the Airport's approval.
4. Engineered/simulated versions of any material such as brick, stone, or wood.
5. Plastic laminates. High impact plastic laminate with edge treatment may be considered by the Airport.
6. Pegboard, slat board walls or fixture systems.
7. Simulated paneling pre-finished or scored plywood products, and diagonal wood siding.
8. Lapped siding composed of wood, vinyl, or aluminum and shingles, cork or wall mounted carpet.

Base:

1. All storefronts, excluding doors, must have a 6" minimum base of durable material such as granite, marble, stone, terrazzo, stainless steel, or other durable material anchored to a solid backing.
1. Tempered Glass to the floor
2. Vinyl, rubber, brass, pre-finished metals other than stainless steel, plastic laminate, or wood bases are not allowed.

4.1.3 Storefront Entrances

Recesses, angles, and other devices designed to break up the length of the flat storefront are acceptable. All interior storefront glass is to meet the openness/transparency requirements of this manual. All storefront designs are subject to the Airport's approval.

All storefronts must be self-supporting. Storefronts must be buffered from the neutral frame and base building by a black 3/4" reveal and cannot suspend from it or be braced by it. Bracing to structural columns and beams may be allowed; however, no penetrations are allowed in concrete columns or beams. Structural connection must be developed by a licensed structural engineer and is subject to approval by the Airport.

4.1.4 Store doors/security

All storefront closure doors shall be provided by the tenant. Closure doors shall be one of the following:

1. Single track frameless glass sliding doors
2. Aluminum and glass sliding doors with concealed storage
3. Sliding aluminum grille doors with recessed top hung track in an approved finish. Infill panels for folding screens are to be tempered glass, not Plexiglas/Lexan. Swing doors – glazed preferred.

Given the prohibitions on mounting from or connecting to the existing airport ceiling, Tenant's architect must carefully consider the design of the security closure system. The closure system must be wholly supported from the floor or integrated into Tenant's casework. Channels or guides necessary for side coiling grilles should be concealed within Tenant's storefront design. Overhead grilles are not recommended due to the structural constraints but will be considered on a case-by-case basis.

Closures may not have thresholds or bottom tracks and must maintain a minimum of 1/4" undercut to clear all adjacent floor surfaces.

If swing doors are used, a setback of 36" minimum from lease line is required to allow for door swings.

No part of any door shall extend beyond the storefront lease line into the Airport's public corridors except when required by code.

Allowable doors: fully glazed, or frameless glass doors on pivots.

Tenant may use side coiling grilles for their security closure system. Security grilles must be fully concealed during operating hours within the storefront fascia or storage closets that are integrated with Tenant's design. Tenant security will not be permitted to penetrate the base building floor beyond Tenant's lease line. Should rolling or coiling grilles be used:

1. Tenant is responsible for providing Airport with signed and sealed construction documents describing structural support for the grille.
2. Grilles must have a clear anodized aluminum finish.
3. Rolling grilles must have an approved means of emergency egress when closed.
4. Controls must be mounted per applicable building codes.

4.2 Counters and Displays

The materials used for Tenant's counters and displays must be of high quality to ensure maintainability in the high traffic airport conditions and they should incorporate creative detailing and configurations. Brushed stainless steel, through-body color tile, glass, non-porous stone, and composite quartz/solid surface resins are strongly encouraged for counter tops and faces. All materials are subject to review by the Airport.

All displays must be adequately illuminated during the hours of operation as specified by the Airport. Direct visual exposure of bulbs is not permitted.

Cash registers, credit card readers, telephones, espresso machines, condiment/utensil displays and other equipment placed on counters must be either recessed into the countertop or screened from customer view with an integral decorative panel.

Back counters visible to the public must utilize built-in cabinets and/or storage units with a recessed base detail. Finishes and detailing must be consistent with the design, colors, materials and finishes of the rest of the Tenant's presentation.

Tenant's display units must incorporate fully enclosed short-term storage areas for inventory, employee personal effects and Tenant's own trash receptacles and cleaning supplies. Tenant's lease space must be kept clean and uncluttered at all times.

4.3 Flooring and transitions

All flooring materials must be approved by the Airport. The following is a list of guidelines:

1. The level of the finished floor within the shell space is to correspond exactly to that of the adjacent existing Airport finished floor at the lease line, unless prohibited by existing conditions and approved by the Airport. If approved by the Airport, the tenant is responsible for providing a code compliant transition between the tenant space floor level and building floor level. Depressed floor slabs will not be permitted. All structural modifications and in-fills must be approved by the Airport. The tenant is responsible for verifying the type and condition of the adjacent existing Airport finished floor.

2. Stone, marble, thin set terrazzo or commercial quality plank wood, and high-quality carpet are acceptable flooring materials. The use of vinyl, rubber, VCT, floor paint, sealed concrete, brick or simulated brick, laminate flooring, cork, or other low quality, low durability material deemed unacceptable by the Airport is not permitted in public areas. All materials shall comply with applicable law and be slip-resistant.
3. The tenant must provide a durable, continuous base at all walls within the tenant space. The material must complement the flooring and be compatible with the storefront. Rubber, vinyl, soft woods, and carpet base are not acceptable in any area within public view.
4. In all tenant areas, a continuous waterproofing membrane, 60 mils minimum thickness, must be installed prior to the finish floor and base material. This material must wrap 6" up on the adjoining walls. Waterproofing must be tested before finishes are installed.
5. If damage has occurred during construction, the tenant is required to repair and replace adjacent Airport flooring within the entry area at the front of the storefront enclosure to provide a continuous floor material, to the extent of the damage.
6. If the tenant's space requires floor penetrations, the tenant's contractor is required to provide non-destructive testing of the slab/structure (x-ray) before cutting, drilling, or otherwise penetrating the existing composite slab.
7. The Airport is to be notified of the exact location, in writing, prior to any penetration. The tenant's structural engineer is required to review the images of the non-destructive test and provide their design and approval of all floor penetrations.
8. The tenant is to control water from drilling or cutting operations. Surfaces below such operations must be protected. The tenant is responsible for the cost of any damages sustained during such procedures.
9. Tenants are not permitted to construct mezzanines or raised platforms in their spaces without the written approval of the Airport.
10. If an expansion joint occurs within the tenant space, it shall be the tenant's responsibility to maintain the integrity of this joint. The tenant must install the finish material to the joint that is consistent with the architectural approach throughout the Airport.

4.4 Ceiling

1. Tenants must work with the existing ceiling conditions. Tenants are strongly encouraged to provide an implied ceiling, such as an open grid or a lightweight trellis structure, at a minimum height of 10'-0" above the finish floor to unify the lease space. This implied ceiling must be carefully detailed to minimize structural connections to the base building. All ceiling material must be noncombustible, equal to Class A installation. Ceiling finishes must have a flame spread rating to meet current code requirements. The plenum must be accessible. Ceiling fur-downs or bulkheads are permitted. However, fur-downs or soffits must ensure access to plumbing or HVAC equipment either through design placement or access panels.
2. Ceiling access panels, where required, will be at Tenant's expense.
3. Drop-in panels with an approved finish shall be permitted in the preparation and storage areas only, where not visible to public.

4. All damage to existing concourse ceilings will be repaired by the tenant at the tenant's expense. All repaired ceilings must match the existing construction exactly. Ceilings in food and beverage spaces are to comply with all governing Health Department requirements.

The following are specific requirements for ceiling conditions:

1. Tenants are to limit gypsum board soffits and ceilings that are furred down. Stained wood beams or gridded soffits are ways to add interest to the ceiling. Ceilings must be accessible for maintenance. Other materials may be approved by the County.
2. A 2'x2' regular grid system is a minimum standard for lay-in ceilings in public areas; a 2'x4' grid system may be used in back-of-house areas. All ceilings are subject to the County's approval.
3. All grills and diffusers are to be flush mounted in the ceiling and painted to match. All access panels must have an insert of the ceiling finish material.
4. Any exposed ceilings must be reviewed and approved by the County.

4.5 Interior Walls and Doors

All finishes on interior walls and doors are subject to the Airport's approval.

1. Materials are to have a permanent lasting appearance, and they must be impact and soil resistant.
2. The following materials are not permitted within the tenant space:
 - a. Imitation natural materials, such as simulated wood, brick, or laminate.
 - b. Pegboard walls or fixture systems.
 - c. Painted gypsum board surfaces below 48".
 - d. Window coverings.
 - e. Slat wall material, unless of higher quality materials and finishes and subject to the Airport's approval.
 - f. Siding composed of wood, vinyl, aluminum, or Masonite.
3. Interior doors must be solid core, minimum 5 ply, Grade 1, or hollow metal, and the quality of the finish should be similar to that of the walls. Stainless steel kick plates and door closers are required on back service doors.
4. Non-monolithic materials such as thin set tile or sheet goods that are used where exposed outside corners occur must have integral corner guard treatments from the manufacturer or a stainless-steel guard from the floor to a height of 48". Thin set tile shall not be used on any movable component.
5. Stainless steel ball bearing hinges are required on all doors.
6. Food preparation areas must have cement board, or other water-resistant material, extending from the floor up to 6" to accept the waterproofing membrane. Water resistant drywall or other water-resistant

substrate compatible with finish material should begin at the cement board 6" above finish floor and is required on all walls.

7. All interior wall finishes must meet the flame spread and smoke developed code requirements.

4.6 Demising Walls

The base building will provide demising wall studs and GWB only as indicated on the airport provided documents. The tenant is required to provide finishes to the contract side of these walls to maintain separation requirements as reflected in the existing plans. If fire rated walls or other existing construction must be opened or cut through to extend services to a tenant's space, the tenant must preserve the original rating and construction and provide UL Listed fire proofing penetration protection.

All tenant walls are to be finished. Tenants requiring security protection may install expanded wire mesh or weld wire fabric within the return-air opening above walls.

Tenants must comply with acoustical requirements in the demising wall and in accordance with the acoustical requirements.

4.7 Tenant Support Spaces

Tenant support spaces consist of storage rooms and concession offices. The following finishes are acceptable in these spaces with the Airport's approval:

1. Carpet tile
2. Resilient flooring – vinyl tile
3. Vinyl composition tile
4. Porcelain or ceramic tile
5. Other finishes subject to the Airport's approval

4.8 Columns

For base building columns adjacent or within tenant space, the tenant shall provide a permanent column enclosure constructed of metal studs and drywall. Construction of the permanent enclosure shall not impact the base building fireproofing if applicable. Tenants should maintain a minimum 1" clearance between the column concrete or fireproofing and the column enclosure stud.

The tenant may provide a decorative column wrap over any permanent column enclosure per the design criteria for storefronts and concessions. Signage or display elements incorporated in the column wrap must be pre-approved by the Airport.

4.9 Building Windows

For tenant spaces that include a perimeter with existing exterior glass walls/windows, all views shall be maintained as much as possible, especially within food and beverage locations.

No attachment to base building window frames will be allowed.

No window coverings will be allowed without prior approval by the Airport. When allowed, window coverings must match the base building and be maintained by the tenant. It is the tenant's responsibility to verify the existing window covering type and construction prior to design/construction.

4.10 Signage Guidelines

Storefront signage and Concessionaire identification are major components in the overall appearance of EYW retail. The Airport encourages and supports creative, visionary, and dimensional signage designs that conform to the below mentioned criteria.

Sign shelves, suspended storefront signage and storefront portals may depict only the store name, store logo or both. No other information or graphics may be conveyed on these signage elements.

Concessionaire signage may not interfere in any manner with Airport wayfinding signage, security cameras, or Life Safety System devices. Tenants must coordinate their signage to avoid potential conflicts.

Signage lighting must be designed and fabricated to avoid glare, shadows, scallops, or light leakage from occurring unintentionally. All wiring, tubing, raceways, ballasts, transformers or any other mechanical or electrical equipment associated with signage lettering and logos must be concealed from public view.

In addition to specific signage criteria provided in this document, tenants must comply with the following general criteria:

1. Brand names, product names, or phrases may not appear on the storefront or store enclosure unless approved by the Airport.
2. Decals or other signage indicating product lines or credit card acceptability is not permitted on the storefront.
3. Temporary signs, banners, sales notices, etc., are not permitted on the storefront.
4. All attachment devices, wiring, clips, transformers, lamps, tubes, and other mechanisms required for signs must be concealed.
5. Electrical service to tenant's signs is to be supplied from the tenant's electrical panel.
6. Conduit, transformers, and other related equipment should be completely concealed from view.
7. The location of all openings for conduits and sleeves in sign panels should be indicated by the tenant's sign contractor on signage shop drawings submitted to the Airport for review and approval. The sign contractor shall install the product(s) in accordance with the approved drawings.
8. Any damage to any other work caused by the tenant's sign contractor will be repaired at the tenant's expense.
9. The tenant will be fully responsible for the workmanship and installation of tenant's sign and coordination of the sign contractor and their sub-contractors.
10. No sign fabricator labels or other identification will be permitted on the exposed surface of the signs, except those required by local codes and ordinance. If required by local ordinance, such labels or other identification should be in an inconspicuous location.

4.10.1 Sign material and construction

Tenant signs should be visually distinctive from wayfinding signage. Signage should reinforce the character and quality of the store design. Size, character, typography, composition, illumination, and height are important factors that make every storefront sign unique.

The following sign types are appropriate, and their use is permitted with the Airport's approval:

1. Dimensional, non-illuminated wood, metal, plastic, glass, or other material with a permanent appearance.
2. Dimensional, illuminated, halo, or back-lit individually mounted letters.
3. Dimensional letters of not less than 1" or more than 3" in depth, which must project from the storefront with 1" spacers.
4. Etched, beveled, sandblasted, or stained glass.
5. Internally illuminated channel letters with opaque metal sides and plastic face. Internally illuminated letters must not be less than 1" nor more than 4" in depth. Raceways are not allowed.
6. Moving, rotating, or animated signs in the Identity Control Zone with the Airport's approval. Such signs must not interfere with the wayfinding signage and terminal operations.

The following sign types, sign components, and devices will not be permitted:

1. Boxed or cabinet type
2. Formed plastic
3. Cloth, paper, cardboard, or similar stickers or decals
4. Noise making
5. Odor producing
6. Flashing
7. Exposed labels of manufacturers, underwriters, etc.
8. Veneer or plywood products
9. Pre-molded plastic letters with reflective coatings
10. Hand lettered non-professional signs
11. Free-standing pedestal/stanchion signs

The following sign materials are appropriate, and their use is permitted with the Airport's approval:

1. Wood
2. Metal

3. Plastic
4. Glass (etched, beveled, sandblasted, or stained)
5. Other material with a permanent appearance that fits within the prescribed mounting system

Illuminated Signs:

Where illuminated signs are required or considered, the following restrictions apply:

1. All illuminated signs must be turned on during the terminal's retail operating hours. The use of an automatic timing mechanism for signage and cabinet window lighting is mandatory.
2. The Airport must approve any use of neon.
3. Signs must be constructed so lamps or other illumination components are easy to replace. Ballasts should be accessible from within the tenant space and must be concealed.
4. Video equipment used for illustrating products or for advertising may be restricted. All video equipment is subject to the Airport's approval.

Non-Illuminated Signs:

Non-illuminated signs are viewed as decorative as well as informative and are subject to the Airport's approval. Note the following:

1. Letters or logos applied or painted directly on the inside face of glass storefronts are generally not permitted unless they are used as a safety band. Height for safety band name or logo should not exceed 4" unless required by code.
2. Hand lettered, non-professional signs and newspaper advertisements are not permitted.
3. Additional signs or advertising for brand names (e.g., soft drinks) are not permitted without the Airport's approval. All graphics must have a non-glare, matte finish. The type must be large enough and its style simple enough to make the text clearly legible.

4.10.2 Sign Types and Mounting

Each tenant is required to design, fabricate, install, and maintain its own signage.

The following are the primary signage categories for tenants:

1. Storefront signs
2. Seating area signs
3. Kiosk signs

The following are the primary signage types for tenants:

1. Blade signage

2. Vertical blade signage
3. Parallel bulkhead signage
4. Vertical jamb signage
5. Feature wall signage
6. Handrail signage
7. Backwall signage
8. Specialty signage
9. Menu boards

4.10.2.1 Blade Signage

Tenants have the option to provide one double-sided blade sign at the front of their space if a larger vertical blade sign will not be used. Blade signs will be flag mounted, ceiling suspended, or canopy mounted based on architectural conditions. Blade signs are not to exceed 3 square feet. Maximum thickness allowed is 4".

Flag mounted blade signs are to be mounted 8" from the wall. Mounting will vary and is subject to the Airport's approval. The location of suspended signs will vary based on architectural conditions and will be evaluated on a case-by-case basis.

4.10.2.2 Vertical Blade Signage

Tenants have the option to provide one double-sided vertical blade signage at the front of their space if the smaller blade sign will not be used.

Vertical blade signage will be flag mounted to the storefront, canopy mounted, or mounted to millwork based on architectural conditions. Size, thickness, and location of vertical blade signage will vary based on architectural conditions and will be evaluated on a case-by-case basis. See Section X.X for specific design condition elevations.

4.10.2.3 Parallel Bulkhead Signage

The storefront entrance identity sign is located along the storefront, above the entrance, and is displayed parallel to its face. Tenants may provide an entrance identify sign displaying the store name where opening height allows. The signage should be clad on all exposed sides (face, bottom, and sides) in one of the following materials: glass, metal, stone, tile, and wood or other appropriate material. Painted gypsum board as a sign background will not be permitted. Other materials may be permitted with approval from the Airport. Entrance identity signs can be wall mounted or ceiling suspended based on architectural conditions. See Section X.X for specific design condition elevations.

4.10.2.4 Vertical Jamb Signage

Vertical jamb signage may be provided by the tenant perpendicular to the storefront at the store entrance. The following are design requirements specific to the vertical/jamb signage:

1. The tenant's store name or logo may appear within the jamb signage zone.

2. Illuminated signs mounted below 7' must not be heat-producing.
3. All signs must be tamper-proof and impact resistant.

4.10.2.5 Feature Wall Signage

Tenant may be allowed feature wall signage in approved locations within its space. Signage can have a maximum 2" projection from the wall and is limited to the area specified. Tenant may not alter the floor base at this location. Illuminated signs mounted below 7' must not be heat-producing. All signs must be tamper-proof and impact resistant.

4.10.2.6 Handrail Signage

Open, "un-walled" customer seating areas or merchandise display areas may be located in the terminal. These seating and display areas may be enclosed by tenant-provided railings. Within these railings, opportunities exist for signage. All signage must comply with criteria described in this manual. Costs for railing signage are the sole responsibility of the tenant.

Two types of railing signage opportunities exist:

1. Single tenant signage for concessions. Single tenants are allowed a total of three signs:
 - a. One "entry sign" is allowed within the railing module immediately adjacent to the main entrance of the concession unit.
 - b. Two "corner signs" are allowed within the two railing modules at each side of the corner condition.
 - c. Each sign shall not exceed 6' in width.
 - d. Each sign shall not exceed the height of the handrail.
2. Special condition. Uniquely shaped seating areas that do not contain corner conditions and are significantly smaller will be determined on a case-by-case basis. Quantity and location for signs must be mutually agreed upon between the tenant and the Airport. Tenants are encouraged to be creative with the design of railing sign panels and are permitted to use their corporate logo, graphics, and lettering styles. All signs, including colors, materials, and designs are subject to the Airport's approval. Tenants must comply with the following general criteria:
 1. Each sign panel must fit within one railing module and is not to exceed 6' wide.
 2. Brand names, product names, or phrases may not appear on the sign panel unless approved by the Airport.
 3. Decals or other signage indicating product lines or credit card acceptability is not a permitted sign panel.
 4. All attachment devices, wiring, clips, transformers, lamps, tubes, and other mechanisms required for signs must comply with railing specifications.
 5. The sign contractor is to install the product(s) in accordance with the approved drawings.

6. Any damage to any other work caused by the tenant's sign contractor or sub-contractors will be repaired at the tenant's expense.
7. The tenant will be fully responsible for the workmanship and installation of tenant's sign and coordination of the sign contractor and sub-contractors.
8. No sign fabricator labels or other identification will be permitted on the exposed surface of the signs, except those required by local ordinance. If required by local ordinance, such labels or other identification should be in an inconspicuous location.

4.10.2.7 Backwall Signage (for freestanding units)

Tenants may provide a backwall sign to identify each freestanding space. Backwall signs shall be limited in height and placed in the bulkhead signage zone

4.10.2.8 Specialty Signage

All signage within the tenant's space is subject to design review and approval. The Airport must approve all signage before it is installed. Signage must be professionally designed and produced in colors and materials consistent with the overall store image.

4.10.2.9 Hours of Operation signs

All Concessionaires are required to furnish and install one sign indicating the store's hours of operations that adheres to the following criteria. This item shall serve to unify all concessionaire locations regardless of location and provide a consistent branding message for EYW Airport.

Hours of operations signs are to be 6" tall by 6" wide. They are to include either the tenant's store name or store logo in the top 2 ½"; the hours and days of operation in the following 2 ¾"; and the concession's EYW Space number, General Manager phone number. Font size for the store name or store logo and the hours and days of operation must be legible from 3 feet away from the mounted sign. Font for the EYW Space number, General Manager phone number, shall be 12 point Arial rounded MT Bold. All hours of operations signs are to contain the EYW logo at 6" x 6" tall, over which required information is to be displayed. Concessions shall contact the Airport to receive Specifications for the EYW logo.

Tenant is to mount the hours of operations signs onto a strong, durable backing such as aluminum or hardwood and face the signs with a piece of ¼" thick clear acrylic. Hours of operations signs shall be strongly affixed with adhesive or screwed to concession storefront systems at a height of 5'-0" above the finished floor to the center line of the sign. Installation method shall largely depend on the storefront system materiality and coefficient of friction. All hours of operation sign fixture and hardware are to be concealed from view by the traveling public. Signs may be double sided to conceal adhesive from the inside store face. Design plans for hours of operations signs shall be submitted to the Airport for review and approval prior to installation.

4.11 Retail Trash, Storage and Deliveries

Concession proposal must include design and operational / procedural plans for the logistics of trash removal, merchandise storage, and merchandise deliveries for approval by Airport. All stocks and supplies must be concealed from view and from the traveling public.

4.12 Lighting

Tenant's lighting is subject to Airport review and approval and must conform to all regulatory laws and codes having jurisdiction. Lighting must be energy efficient and comply with sustainability goals and design criteria.

4.12.1 General Tenant Lighting Standards

General lighting within the tenant's space will be provided by the tenant, including but not limited to:

1. General illumination lighting including dimmable systems.
2. Task, decorative, display, and advertising lighting, which will be the sole responsibility of the tenant.
3. Exit pathway illumination within the tenant space.
4. Exit signs within the tenant space
5. All circuits required from the tenant's sub-panel.

Illumination levels shall conform to IES recommendations and shall comply with the lighting density allowances listed below.

Fixture types and lamps shall be selected on the basis of fixture efficiency and economic adaptation to the particular lighting task. All light fixtures shall be high efficiency and commercial grade.

Lighting of offices shall be recessed lensed troffers or volumetric (fluorescent or LED) luminaries.

All fluorescent light fixture electronic ballasts shall be rapid-start, class "P" with automatic resetting thermal protectors. All fluorescent and LED sources shall have a correlated color temperature of 4000 degrees Kelvin with a Color Rendering Index of 80CRI or higher.

Standard lighting sources by order of preference include the following:

1. Light Emitting Diodes (LED)
2. Linear and compact fluorescent
3. Ceramic Metal Halide
4. Quartz Halogen Incandescent (for merchandize accent only, not for general illumination)

Lighting density allowances are as follows:

1. Basic office tenant: 1.1 VA/SQ FT

2. Retail sales area: 1.7 VA/ SQ FT
3. Food preparation: 1.2 VA/SQ FT
4. Active storage: 0.8 VA/SQ FT
5. Bar lounge/dining area: 1.4 VA/SQ FT

4.13 Acoustics and Public Address

4.13.1 Acoustics

Tenants are required to minimize the transmission of sound from its space to the concourse and adjacent tenants. The tenant must provide the following as a minimum:

1. Noise Criteria (NC) Values from the Heating, Ventilation, and Air Conditioning (HVAC) systems as generally accepted practice by the American Society of the Heating, Refrigeration and Air Conditioning Engineers (ASHRAE), Sound and Vibration Chapter 46, Table 34 Design Guidelines for HVAC-Related Background Sound in Rooms, Latest Edition. NC Level outside a tenant space as a result of the HVAC system should be limited to NC 40 in any adjacent.
2. HVAC systems and equipment will be installed with vibration isolators as accepted practice by ASHRAE, Sound and Vibration Chapter 46, Table 45 Selection Guide for Vibration Isolators, Latest Edition.
3. Minimum partition STC for critical noise adjacencies such as beverage tenants, food preparation, cleaning areas, and dish washing adjacent to sensitive tenant shall be STC 55 with consideration for plumbing noise vibration isolation. Higher STC values may be required based on space planning.

Music and background paging systems are permitted with the Airport’s approval. The volume of sound must be controlled to limit the levels to the tenant space and not intrude into adjacent spaces or public circulation. The Terminal Background Paging System and Emergency Messaging System must be clearly heard without interference from tenant sound systems. Music in tenant spaces must be “cut-of” during life safety announcements.

4.13.2 Sound Transmission Class (STC) Planning Matrix

Tenants will be required to maintain a minimum STC rating for the demising walls per the following matrix:

	Concession Storage	News Stand	Grab & Go	Restaurant	Retail	Public Space	Toilet	Office
Concession	40	40	40	40	40	40	50	40
Storage	40	40	40	45	40	40	50	45

News Stand	40	40	40	40	40	40	50	45
Grab & Go	40	40	40	45	45	45	52	45
Restaurant	40	45	40	45	45	45	52	45
Retail	40	40	40	45	40	45	52	45
Public Space	40	40	40	45	45	0	50	50
Toilet	50	50	50	52	52	50	45	50
Office	40	45	45	45	45	50	50	40

If specific materials are already installed on the opposite side of the demising walls, the tenant shall provide wall materials that maintain the STC rating requirements. If no material is installed on the opposite side of the wall, for the purpose of providing the STC requirements, the tenant shall assume the final material will be a single layer of 5/8 inch drywall.

4.13.3 Public Address System

Tenants may have speakers for a background music system inside their spaces under the following conditions:

1. Sound must be contained inside the tenant's space.
2. Sound pressure levels outside of the tenant's space due to music shall be below 40dBA.
3. Small kiosk or grab & go are not allowed any type of music.

Please contact the Airport if the tenant desires to have a background music system with cut-off during airport page announcements.

4.14 Mechanical, Electrical, and Plumbing Requirements

The main transfer level MEP will provide a basic level of utility services meeting the design standards of the Airport and satisfying the basic needs of any tenant. Any requirements beyond the provided utilities will need to be coordinated with and approved by the Airport and provided by the tenant at its sole expense.

4.14.1 Heating, Ventilation, and Air Conditioning

Tenant concession spaces will be served by their own separate roof mounted equipment. These units shall not be connected to the rest of the concourse systems including the chilled water. Units will be fully electric for heating and cooling and served by the sub metered concession electric panels. This equipment is to be designed and sized by the concessionaire and purchased and installed by the airport.

The tenant's design engineers shall provide an air balance study if the tenant requires exhaust of any kind.

1. For combined Kitchen Hood Exhaust < 5000 CFM – Conditioned air shall be limited to the maximum space load, or to the difference between exhaust and available transfer air. For hoods using make-up air units, the transfer air quantity available shall be zero. For exhaust only hoods employing demand control ventilation, transfer air shall be allowed.

2. For combined Kitchen Hood Exhaust >5000 CFM - Exhaust flow rates must comply with ASHRAE 90.1-2010 table 6.5.7.1.3 Maximum Net Exhaust Flow Rate, CFM per Linear Foot of Hood Length. The kitchen hood system controls shall be capable of Demand Control Ventilation for a least of 75% exhaust airflow, to reduce exhaust and replacement airflow rates by 50% for one half of the kitchen occupied hours.

The design criteria of each space must meet the following:

1. Cooling design temperature: 75°F, 50% RH
2. Heating design temperature: 72°F/30% outside air
3. Outside design temperatures: 91°F DB/ 80°F WB Summer, 40°F Winter
4. 1.85 cfm/sf at 55°F/30% outside air
5. Supplemental chilled water: 45°F entering/ 57°F leaving
6. Occupancies greater than 40 people/1000 sq.ft. shall be provided with demand control ventilation.

The tenant is responsible for providing engineered drawings, design, and installation of all required HVAC inside the space, in compliance with the Airport's Concessions Design Criteria Manual, including the following:

1. All ductwork from the main supplied by the Airport to the air devices in the space and all appurtenances associated with the ductwork.
2. All required kitchen exhaust and make-up air ductwork.
3. All required kitchen hoods and associated exhaust and make-up air fans.
4. All required controls (to be purchased from and coordinated with the Airport's building controls proprietary system) for a fully integrated system.
5. All required VAV boxes with electric heat.
6. Any supplemental cooling and/or heating required by the tenant. Supplemental cooling/heating shall be provided by FCU(s) (fan coil units) connected to the chilled water system. The FCU(s) shall have electric heat and a 3-way pneumatic chilled water valve.
7. All associated chilled water piping from tap point to supplemental cooling.
8. Air balance study.

4.14.2 Building Automaton System (BAS)

All controls shall be BACnet and shall tie into the airports Johnson controls Metasys interface. These controls for all roof mounted equipment will be purchased and installed by the airport. Any additional equipment controls within the concession spaces shall be provided and installed by the concessionaire.

The minimum controls needed to interface with the main terminal are as follows:

1. Variable air volume boxes:
 - a. Space temperature
 - a. Set point temperature
 - b. Supply air flow in cfm
 - c. Supply air temperature
 - d. Heating element running status and stages
 - e. Damper position
2. Supplemental HVAC:
 - a. Space temperature
 - b. Set point temperature
 - c. Supply air flow in cfm (if variable)
 - d. Supply air temperature
 - e. Chilled water entering/leaving temperature
 - f. Chilled water valve position
 - g. Heating element running status and stages
 - h. Running status
 - i. Fire alarm interlock (if required)
 - j. Chilled water BTU meter
3. Exhaust/intake fans:
 - a. Running status

4.14.3 Electrical

The tenant is responsible for the engineering design, permit, and installation of a complete and functional electrical service within its space. Electrical submittals shall be clear descriptive drawings and specifications produced and detailed in a manner that meets or exceeds minimum code requirements and is in accordance with the Concessions Design Criteria Manual. The information contained shall include but not be limited to:

1. Legend and symbols
2. Lighting plan including emergency light locations and schedule

3. Power plan
4. Communications plan
5. Kitchen equipment plan and schedule
6. Fire alarm plan
7. Panel board schedules and load summaries
8. One-line diagrams
9. Fault current calculations
10. Coordination of protective devices

4.14.3.1 Service

The Main Terminal building power distribution originates at the secondary side of FKE furnished transformers. Secondary distribution is 277/480V, 3-phase, 4-wire. The power available is non-conditioned.

Each tenant will be electronically metered and monitored by the Airport. Energy monitoring module and wiring shall be provided and installed by the tenant at a location indicated by the Airport. Tenant's engineer should contact the Airport during the early design process to be directed to the location where the meter is going to be installed. Pre-approved energy monitoring device: E-Mon D-Mon. Class 1000 Single Phase and Class 2000 Three Phase kWh/Demand meters.

Each tenant space is provided with an empty conduit with pull string that runs from the proximity of the tenant space to the nearest electrical room. The tenant is responsible for terminating the conduit in the Airport's designated 277/480V distribution panel or 120/208V distribution panel inside the electrical room. In cases when the service conduit is located below the tenant's space (ceiling space of floor below), the tenant shall be responsible to x-ray the slab prior to any slab penetrations in order to extend the conduit to the tenant's panel board location. Electrical service coordination with the Airport is required during the early design process. The tenant's design engineer shall field verify the exact conduit location and existing conditions within the tenant space.

4.14.3.2 Distribution

The airport is to furnish a sub-metered 480V feeder to a 120/208V transformer and panel. All concessions loads would be 120/208V.

This voltage is being used for all general lighting, motors 1 HP and larger and any other large loads. 120/208V, 3-phase, 4-wire is used to serve all convenience outlets, accent low voltage lighting, motors 3/4 HP and smaller, and other small electrical loads.

All distribution panel boards to tenant spaces are located in controlled electrical rooms. The tenant's design engineer shall be responsible for coordinating the exact electrical distribution panel location with the Airport and providing voltage drop calculations as part of its design submittal for the Airport's approval.

Each tenant shall be responsible for its own electrical system within the space, including subpanels and step-down transformers. All breakers within the tenant's panels shall be series rated. Tenants shall coordinate and verify existing conditions and provide a summary of electrical calculations demonstrating that the distribution panel is

capable of handling their design load. A 30-day load study is required to determine existing loads in order to add new loads to any of the existing distribution panels.

4.14.3.3 Voltage Drop

Cumulative voltage drop from source to load shall be designed for a maximum of 5% drop. Motor starting voltage drop shall be designed for a 10% maximum at the motor terminals. Feeders shall be allowed a maximum of 2% drop, and branch circuits shall be allowed a maximum of 3% voltage drop as stipulated in the Florida Building Code (FBC).

4.14.3.4 Grounding

The grounding system is designed to maintain an equal potential throughout. Each distribution panel board is equipped with a grounding bus bar. From this grounding bus bar, a grounding conductor shall be extended to each tenant subpanel as part of the tenant's electrical service.

4.14.4 Plumbing

Domestic cold water will be provided to each large tenant space in the main terminal by a 2" water line, and each food and beverage tenant will be provided with a 1.5" water line. Tenant spaces in Concourse A will be provided with a 3/4" domestic water line below slab within 5 feet of tenant space. An isolation valve will be provided at the stub near the tenant space. Each space will be independently sub-metered. The Airport will provide the sub-meter.

Domestic hot water will be the responsibility of the tenant, and no hot water equipment will be provided or maintained by the Airport.

Food and beverage tenants that use cooking oil in their cooking facilities are required to provide a cooking oil reclamation, pumped and piped system to a storage tank within 200' of the facilities. Piping to the tenant space provided by the Airport. If any piping is required beyond the piping provided by the Airport, the tenant must provide the extra length of piping and any modifications required by this addition. This expansion must be approved by the manufacturer.

A 4" grease waste line will be provided to all food service tenant spaces in the concourse. This grease line is connected to below-grade grease interceptors located on the first level. If a tenant is too far from the central system, point of use traps are required. The Airport will be responsible for maintaining any grease interceptors located outside of the lease line.

- One grease trap served by a 4" grease waste line is indicated between Columns B/C and 7/8. This will serve the West Full Service Kitchen and the three QSRs. In both cases, the grease trap is approximately 100 feet from the furthest point in the Full Service Kitchen or the eastern-most QSR. A centrally located position of the grease trap will be provided.
- A second grease trap served by a 4" grease waste line is indicated between Columns B/C and 14/15. This will serve the Concession Bar and Grill. This unit is directly below the footprint of the Bar and Grill with minimal horizontal piping required.

The sanitary lines from each tenant space shall be connected to the nearest sanitary piping of adequate size. This piping shall be identified by the tenant's design engineer based on as-built documentation provided by the Airport.

All vents required for the sanitary or grease waste shall extend through the roof and terminate outdoors. Any Studor type vents (air admittance valves) shall require specific approval from the Airport. Air admittance valves shall only be allowed if there is no way to conceal a vent pipe to the exterior.

Propane will be provided to each large food service tenant space in the Main Terminal. An approved means of exhaust and combustion air intake must be provided by the tenant. There is no natural gas company. The Airport owns the single propane tank that all tenants utilize. Tenants will be sub-metered by the Airport to differentiate usage and bill each tenant accordingly.

- The way this system works is this:
 - An underground tank (or tanks) will be installed on the public side of the airport.
 - A first stage regulator is installed at the tank, dropping pressure from whatever the internal pressure is, down to 10-psi. That piping will run underground to the west end of the terminal, where it comes above grade.
 - At the point that it comes above grade, a second stage regulator is installed to reduce pressure from 10-PSI to 2-PSI.
 - 2-PSI propane is being installed at the ceiling of the open “first floor” level below the concourse to various points where tenant meters and pressure regulators are installed prior to entering the occupied space.
 - The final pressure regulator reduces the pressure to 11" w.c. (typical propane service pressure), and a propane riser is extended into each tenant space.

The tenant is responsible for providing engineered drawings, design, and installation of all required plumbing inside the space in accordance with the Airport’s Design Criteria Manual, including the following:

1. All piping from the main supplied by the Airport to the fixtures in the space and all appurtenances associated with the piping.
2. All required fixtures including water heaters.
3. All required point-of-use grease traps.
4. All required sanitary cleanouts in accordance with the Airport standards.
5. All required cooking oil recovery system connections and piping.
6. X-ray of slab to prevent core drilling through structural components.
7. Core drilling to access utilities below.

4.15 Fire Protection and Life Safety

The tenant is responsible for design and installation of all life safety systems and equipment inside tenant spaces. All installations shall comply with FFPC and Authority requirements.

Supplemental HVAC equipment over 2,000 cfm shall be equipped with smoke detectors on the supply and return ductwork. All HVAC units shall also be connected to the fire alarm system and wired as supervisory only to signal an alarm and be able to receive a signal from the fire alarm system for shut-down.

All kitchen grease hoods shall be equipped with fire protection systems. The system shall be controlled as required by NFPA 96 2020 and FBC 2020. The system shall be connected to the fire alarm for monitoring purposes only. The tenant is responsible for design and installation of all fireproofing systems and penetrations as required by code.

4.15.1 Smoke Control

There are no automatic smoke control requirements.

4.15.2 Fire Alarm

The Concourse building is equipped with a stand-alone fire alarm system. The microcomputer-based system uses distributed processing techniques for alarm reporting, central signaling, and selection of audible signal circuits. This system is low voltage, electrically supervised, and multiplexed using addressable monitoring and control devices and analog smoke detectors. This voice evacuation system uses a combination of audible signal devices consisting of speakers and visual signal devices consisting of strobe lights.

The tenant's fire alarm system design shall be in accordance with NFPA 72.

Each tenant shall be responsible for fire alarm system design within its own space. All fire alarm design shall conform to ADA requirements and shall be integrated with the existing system.

The tenant shall verify existing system capacity and coordinate design criteria prior to design of tenant's fire alarm system.

4.15.3 Automatic Sprinklers

Automatic sprinklers are to be provided by the tenant in all locations required by NFPA 13. All wet-pipe sprinkler mains, valves, supervisory valves, and appurtenances are provided by the Airport. No dry pipe mains will be provided by the Airport. Occupancy levels up to Ordinary Hazard Group I as defined by NFPA 13 are permitted. All plans shall be prepared, signed and sealed, and installed by a Florida licensed fire protection contractor. Sprinklers shall be installed per the tenant's occupancy type and be no more than 0.15 gpm/sf over a 1,500 sf area and spacing at no more than one sprinkler head per 130 sf. Sprinklers shall be concealed type sprinkler heads for ceiling applications and upright heads where exposed.

Outdoor piping that is exposed to the elements shall be wrapped with 1" insulation. All associated heads shall be dry pendant type heads, not pre-action.

Individual zone valves and flow switches for each tenant are not required unless the zone requirements are exceeded per NFPA 13. This is to be determined by the design engineer.

The tenant is responsible for providing engineered drawings, design, and installation of all required fire protection inside the space in accordance with the Airport's Design Criteria Manual, including the following:

1. All sprinkler piping from the main provided by the Airport to sprinklers and appurtenances associated with the piping.
2. All required drain valves at low points in piping.
3. All required insulation on any piping located in an area exposed to the elements.

4.15.4 Emergency Lighting

One un-switched 277V circuit for connection of exit signs and emergency path illumination will be provided by the Airport for each 5,000 sf of tenant space. This is not metered power and is for provision of code required exit pathway power only. No provision for additional standby or emergency power is included, and the tenant may only

use this power for the purpose intended. The tenant is responsible for providing all emergency light fixtures within the tenant space. All emergency light fixtures shall be equipped with an integral battery pack and charger.

4.15.5 Means of Egress

The occupant load for tenant spaces and the required number and location of exits should be determined by using current and applicable building codes. Occupant load calculations for the specific tenant space and egress/life safety plan will be required with the schematic design submittal-30%.

4.15.6 Interior Finishes

Interior finishes must meet all applicable flame spread ratings as prescribed in the current codes.

4.15.7 Security

Each tenant is responsible for securing their premises for in-store security and loss prevention. The Airport utilizes an assigned unit of the Monroe County Sheriff's Office (MCSO) for law enforcement services. Tenants can consult with the Airport and the Monroe County Sheriff's Office for security policies and regulations.

Tenants may have their own security systems inside their premises following these criteria:

1. Surveillance camera systems (CCTV) or other security systems shall be completely independent of the Airport's own CCTV or access control systems.
2. Access to cameras that are part of the Airport's CCTV system will not be provided to the tenants.
3. The field of view of tenant's CCTV system shall be limited to the tenant's premises.
4. Neither the Airport nor MCSO will monitor the tenant's CCTV systems or card access systems.
5. The Airport has an existing alarm system monitored by MCSO that is placed in specific critical high-security applications requiring duress buttons. Please contact the Airport with any questions about the possible use of this system.
6. The tenant shall submit security drawings indicating the location of camera systems and card access systems they intend to install to the Airport for approval.
7. When doors use access controlled electric locking, hardware egress requirements shall be based on code requirements.

There are no specific Airport-provided security provisions for the individual tenant spaces. The tenant is responsible for any internal security provisions.

4.16 Information Technology Services

At a minimum, the Airport will provide to all tenant spaces a 1" conduit from the limit of the space to the nearest Airport telecom room. The Airport might provide additional elements per a further agreement with the tenant.

4.16.1 Service Provider Options and Service Entrance

Currently, tenants can request that the Airport provide telephone or data services into the tenant's space. Telephone services are based on VoIP, and data services are based on Ethernet connections for internet access or

virtual private network (VPN) access to the tenants of-premise network. The tenant may also secure these services from the Local Exchange Carrier (LEC). Please contact the Airport for details on charges for these services.

The use of the Airport's telecom rooms to hold tenant's equipment is not allowed. Tenants will not be allowed to run their own backbone cables between two non-adjacent tenant spaces. The Airport can provide all telecom service connections between non-adjacent tenant services. Tenants can also use the LEC for these connections.

4.16.2 Inside Premise Distribution

Tenant has different horizontal cabling options for planning voice and data services inside its spaces. If the tenant decides to use phone and data services from the Airport, the tenant will only have to provide conduits in the wall for the voice/data outlet locations. The tenant will need to provide the CAT6 cables from the outlet location to the Airport telecommunications room.

If the tenant decides to use its own wiring, the tenant must set up a telecom room inside its space and wire all the horizontal cabling to that location. In this case, all wiring standards for premise distribution cabling issued by the Airport shall be followed. In this case, all network equipment is the responsibility of the tenant.

4.16.3 TV Signal to Tenant Spaces

Please contact the Airport for cable or satellite TV services to the tenant's space.

4.16.4 Other Antennas

Refer to current Airport policies for the use of antennas for radio frequency transmission systems.

4.16.5 Use of Wi-Fi at the Airport for Tenants and Inside the Tenant's Space

Tenants should provide their own Wi-Fi, as long as the signal is contained between the boundaries of the tenant's space. Any conflicts caused with radio frequency interference due to tenant's own Wi-Fi system need to be resolved immediately by the tenant.

4.16.6 Use of Flight Information Displays Inside the Tenant's Space

The Airport can provide flight information displays in tenant spaces if desired by the tenant and approved by the Airport. The use of third-party software for flight information displays in tenant spaces is not allowed, as all displays in the Airport's flight information system must maintain a consistent look and feel.

4.16.7 Roof Penetrations

All roof penetrations shall be coordinated with the Airport. No new roof penetrations are allowed without the written permission of the Airport. All new roof penetrations approved by the Airport shall meet all wind load requirements of the FBC and Florida Product Approval certifications.

The tenant will be required to use best practice methods to determine appropriate and logical rights-of-way for all necessary roof penetrations. The tenant will be responsible for coordinating pathways with the Airport and the appropriate facility groups affected by the tenant's design.

The tenant is responsible for all new roof penetrations, associated rooftop equipment, roof flashing, roof membranes, and curbs. The tenant shall ensure that the existing roof warranty is maintained by using the existing roof manufacturer's approved/licensed roofing contractor. The tenant is also responsible for maintaining new roof

penetrations/shafts and all existing penetrations/shaft is within the tenant space, whether they are to be used or not. All new penetrations and pathways shall be coordinated with the Airport and any adjacent existing tenants.

Exhaust fans and plumbing vents shall be located in the designated space and shall not be within a minimum of 10' of any outdoor air intake. All distance separation of exhaust fans and plumbing vents from any outdoor air intake shall be in accordance with NFPA 96. If a fan is placed inside a penthouse, the exhaust shall be ducted to the exhaust louver and shall not exhaust directly inside the penthouse.

Roof penetrations for electrical feeders to mechanical equipment are not allowed (pitch pocket). The electrical feeder shall run inside the mechanical chase and terminate inside the equipment.

4.16.8 Plants and Planters

Key West is an environment where plant growth is a commodity. The Airport wants to promote their values and branding via the use of live plant materials. Therefore, only live trees and plant materials will be allowed in any tenant space.

All planting plans, including trees and plants must be accompanied with a maintenance plan by the potential maintenance vendor. The maintenance plan is to be submitted as part of the concept, schematic and construction document submittal.

4.17 Structural Loads

If the tenant's space requires floor penetrations, the tenant's contractor is required to provide non-destructive testing of the slab/structure (e.g., x-ray) before cutting, drilling, or otherwise penetrating the existing composite slab. The Airport is to be notified of the exact location, in writing, prior to any penetration. The tenant's structural engineer is required to review the images of the non-destructive test and provide their design and approval of all floor penetrations.

5. Special Requirements for Restaurant/Food Concessions

5.1 General requirements

1. Food and beverage tenants are required to meet all Health Department requirements.
2. Food and beverage tenants are required to use nonporous, cleanable materials for ceilings above the preparation and serving areas.
3. If the food tenant preparation area is an integral part of the visible service area, it must meet all storefront criteria for finishes and lighting. If the food tenant preparation area is not intended to be part of the visible service area, a separation wall is required, and all doors must have automat closers. Any food pass-through openings are to be minimal in size and are subject to the Airport's approval. Pass throughs must be 48" AFF minimum
4. Any clutter or unsightly equipment such as boxes, shelves, sinks, etc. are to be fully concealed from public view.
5. Floors in kitchens, food preparation and storage areas, and counter and beverage service areas must be installed over a membrane waterproofing system, minimum 60 mils thick, that results in a fully waterproofed surface, including a 6" high cove base backed with the membrane waterproofing.
6. Food and beverage tenants that use cooking oil in their cooking facilities are required to provide a cooking oil reclamation, pumped and piped system to a storage tank. If any piping is required beyond the piping provided by the Airport, the tenant must provide the extra length of piping and any modifications required by this addition.
7. Concourse building uses propane for their cooking equipment.
8. All concessions loads are proposed to be 120/208V.
9. Food and beverage tenants required to provide a railing around the perimeter of their seating area and may provide at their option an acceptable alternate applied flooring in accordance with this document and be approved by the Airport. All flooring transitions must be provided in accordance with ADA requirements.

5.2 Take-Away Counters

Take-away counter design requirements:

1. Counters must be set back a minimum of 3'-6" from the lease line to provide adequate circulation and queue space. The design should require customer queuing to be parallel to the storefront with no queuing outside the lease line in the concourse. Soft and hard type queuing can be proposed, provided the allocated space is within the tenant's space.
2. All counters and back walls visible to the public are to be restricted to durable, non-porous, easily cleanable materials. Counter front and countertop materials are limited to the following:
 - Stone
 - Stainless steel
 - Solid surface materials
 - Tempered glass
 - Ceramic or porcelain tile

3. Simulated natural products and metal and plastic laminates are not acceptable materials for countertops.
4. Counter front recesses, angles, and other devices can be used to break up the length of the fat front.
5. All counter fronts are to have a 6" high by 4" deep recessed toe space. The face of this base should be covered in the same material as the adjacent base or other durable material.
6. Trash receptacles for customer use must be concealed in furniture or built into the countertop millwork.
7. Napkins, condiments, utensils, straws, and trays must be set back a minimum of 6" from the front of the counter and dispensed from permanent holders recessed into the front countertop or adjacent area.
8. A personnel access door in a counter front is permissible where no rear entry is available. It must be concealed by matching the adjacent counter front and countertop materials. Hinges and hardware must be concealed.
9. All take-away counters must have a section that meets ADA accessibility requirements.

5.3 Grab & Go Units

If permitted for a space, Grab & go areas must be built-in as a part of the overall concept. All built-in areas must be approved by the Airport.

Built-in grab & go area design guidelines are as follows:

1. A grab & go area incorporated into the overall concept must have a setback of 3'- 6" from the lease line; this allows for a queuing area and does not impede with the normal operations in the terminal.
2. Additional signage for the grab & go area will require approval from the Airport.
3. Maximum counter height is 34" above finished floor.
4. All units must have a 6" high by 4" deep recessed toe space. The face of the base should be covered in the same materials as adjacent base or materials that are part of the overall concept.
5. All walls and surfaces visible to the public are restricted to durable, non-porous, easily cleanable materials.

Materials are limited to the following:

- Stone
 - Stainless steel
 - Solid surface materials
 - Tempered glass
 - Ceramic or porcelain tile
6. Simulated natural products and plastic laminates are not acceptable materials for countertops.
 7. High impact laminates may be used on the unit side and front if edges and corners are properly treated with corner guards or stainless-steel edge trim. All materials are subject to approval by the Airport.
 8. Laminates are not permitted on toe-kick areas of displays, counters, or other furniture unless formal permission is given in writing.

9. If provided, trash receptacles for customer use must be concealed or built into countertop millwork or enclosed in furniture that blends with the design of the space and meets the design requirements for counters.
10. Countertop displays, trays, racks, and shelving must be set back a minimum of 6" from the front of the counter and must remain neat, orderly, and properly stocked.
11. A personnel access door in the countertop is permissible. It must be concealed by matching the adjacent counter front and countertop materials. Hinges and hardware must be concealed.

5.4 Display

Following are specific requirements for display of food and beverages:

1. For front counters - the use of built-in glass display cases is allowed. They should be a maximum of 5'-0" high above finish floor and must be constructed of a clear glass front, with stainless steel, brass, or other bright metal, and must sit on a standard 6" base. The width of display cases cannot exceed 25% of the counter frontage. Prefabricated display cases on countertops are not allowed.
2. All display cases must be lighted and vented. Light sources must not be visible. The sides and back of the inside of the case may be mirrored.
3. No displays or signs are permitted in the public concourse beyond the lease line.
4. For back counters - storage units or prefabricated display cases may be installed at the tenant's option at the back of the service area. Any such unit must adhere to the counter or display case specifications mentioned for materials above, except that storage counter doors must be polished stainless steel.

5.5 Equipment

1. Tenant equipment on counters is to be set back a minimum of 6" from the front counter edge and recessed into the countertop so that no portion exceeds 4'-6" high above finish floor.
2. Self-serve drink dispensers may exceed this height upon review and approval of the Airport.
3. Beverage machines and other miscellaneous equipment on the counter are subject to the Airport's design review.
4. Equipment cords and unfinished equipment backs should be screened from public view at all times, including the backs of transaction computers and printers.
5. Items such as paper goods and supplies are to be stored in areas not visible to the public.
6. Provide required mounting blocking to support equipment.

5.6 Floor

1. All floor tile installation shall be of a commercial grade with a non-slip surface.
2. The entire Tenant space floor area must be properly sealed prior to the installation of any finished flooring material. Refer to general flooring for additional requirements.

6. Submittal Process

6.1 Steps to be taken from signing of lease to start of construction

Commercial Operations

- Tenant meeting is planned by the Airport's Commercial Operations Department with Airport Facilities Project Manager in Attendance.
- Provide Design Guideline Manual.
- Review lease terms and conditions.
- Review permit process.
- Review concept.
- Review financial plan.
- Review phasing/transition plan.
- Review operating standards.
- Describe process for initiating design review.

Construction

- Tenant submits schematic plan, color boards / materials, etc.
- Commercial Operations arranges meeting with Team.
- Team reviews submittal.

Construction / Permitting Process

- Revise plans per any initial review comments generated by review Team and prepare construction documents for submittal to the Building Department by end of phase.

Permitting Process

- 100% construction drawings are reviewed and approved. Permit process begins. Tenant to revise plans to incorporate any review comments.
- Revise plans are reviewed and back checked.
- Preconstruction meeting is held with Commercial Operations, construction begins.

7. Construction

7.1 Construction procedures

7.1.1 Temporary Partition Provisions

1. The tenant will be fully responsible for the protection of the public and adjacent areas during the construction process.
2. The tenant is to provide and maintain temporary dust partitions to seal openings to all adjacent areas.
3. Temporary construction partitions must be located a maximum of 2'-0" beyond the tenant's furthest projection, not including signage.
4. Temporary partitions must be insulated for sound control and be designed for a STC rating of 45.
5. Partitions must extend the full height to the existing ceiling or returned to the soffit to positively seal of the construction area. Partitions in view of the public are to be designed to seem permanent, not temporary. All temporary partitions must be self-supporting. "Coming soon" graphics are required with full renderings and must be approved by the Airport.
6. Building finishes should not be disturbed or altered in the construction of the temporary partition. Temporary partitions may not be anchored to the ceiling or terminal floor.
7. All existing and adjacent finishes and flooring are to be returned to their original condition when temporary partitions are removed.
8. Access doors into construction areas must be installed and lockable.
9. Plans and elevations for the partition are to be submitted with the construction document 95% submittal.
10. Water from drilling or cutting operations must be controlled. Surfaces around and below such operations must be protected. The tenant is responsible for the costs of any damages and loss of revenue sustained during such procedures.
11. The tenant space must be under negative pressure in relation to the surrounding spaces to prevent migration of construction dust.
12. All temporary wayfinding signage required due to tenant construction activities shall be constructed to match the permanent wayfinding signs' construction.
13. The tenant shall be required to provide an interim fire life safety plan to assure all life safety requirements are maintained during construction.

7.1.2 Tenant Space Security During Construction

The tenant is entirely responsible for the security of the tenant's space during construction and must take all necessary steps to maintain Airport security. The most current Airport security requirements are available from the Airport. The Airport will have no liability for loss or theft of any tenant property. All contractors and subcontractors will be required to follow all Airport Security Procedures.

7.1.3 Construction and Coordination

The tenant's contractor is to keep all terminal areas and access points outside of the construction site free of construction materials, tools, and debris at all times.

The tenant must submit, in writing, a construction phasing and operations plan—to include a construction schedule containing all significant construction activities and milestones—to the Airport for review and approval. The plan is submitted with the permit documents and is reviewed at the preconstruction conference before construction commences.

Project construction coordination includes, but is not limited to, the following issues:

1. Site and terminal access and site safety.
2. Maintenance of the Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) security requirements.
3. Maintenance of both terminal and tenant construction site security.
4. Materials delivery and storage.
5. Employee parking.
6. Trash removal and construction site cleanup.
7. Hours and days construction allowed, i.e., coordination of terminal and tenant space construction schedules.
8. Connections to and modifications of terminal fire protection and life safety systems.
9. Modifications to terminal structure.
10. Code enforcement inspections.
11. Systems testing, including air balance testing.
12. Project closeout and certificate of occupancy inspections.
13. Ventilation and exhaust ducting needs.

7.1.4 Base Building Finishes

Tenant is required to restore all disturbed base building finishes resulting from its construction. The tenant is required to match adjacent building finish floor material if the existing finish has been damaged or discolored during construction.

The tenant should schedule, with the Airport, a preconstruction inspection to document the state of adjacent finishes, and document via photographs.

8. Project Closeout

8.1 Commissioning

The intent of commissioning is to functionally test equipment to verify operation in accordance with the design. This process includes testing to verify the equipment is ready to energize and operate. Examples include lineup of valves to prevent facility fluid spills or release of steam and tests performed to verify electrical equipment is connected properly prior to operation.

It is important that the utilities, equipment, and systems in a tenant project fit in seamlessly into the Airport's utilities and systems. The tenant shall conduct a commissioning effort prior to temporary occupancy as defined in the Contract and all related documents. The tenant is required to provide a Commissioning Plan and Closeout Report. The plan and report shall be sent to the Airport to be reviewed and approved by the Airport's technical representatives.

The commissioning effort shall be coordinated with the Airport's maintenance personnel assigned to the project. The tenant must submit a full schedule indicating the proposed dates to the Airport 30 days prior to execution.

The tenant will provide operational and service training for any equipment that may impact Airport systems.

8.2 Inspections

The Airport may attend special progress meetings or require additional meetings to be held at a time and place suitable to the Airport. The Airport will be advised to the time and place of general project coordination or progress meetings held by the tenant, the tenant's contractor, or the tenant's designers during construction. The tenant, the tenant's contractor, or the tenant's designers will record minutes of all such meetings and distribute copies to the Airport.

The Airport will be allowed access to all parts of the work and will be furnished with such information and assistance by the tenant, the tenant's contractor, or the tenant's designers as required to make a complete and detailed inspection.

The Airport reserves the right to issue a Stop Work Order at any time if unsafe conditions are observed; airport security is compromised; or the tenant, tenant's contractor, or tenant's designers fail to follow the provisions of the Contract, Concessions Design Criteria Manual, or related documents.

Other federal, state, or local agencies may require the tenant, tenant's contractor, or tenant's designers to obtain permits requiring inspection of the work. The Airport will have no responsibility for assuring that these permits or inspections are properly scheduled or completed. Copies of these inspection reports shall be supplied to the Airport.

8.3 Punch List

When the tenant's contractor considers that the work is substantially complete, the tenant and tenant's contractor shall notify the Airport that the work is ready for inspection. The notice of substantial completion of the work shall include a list of minor items to be completed or corrected that would not affect the tenant's beneficial occupancy (punch list).

Punch lists (referred to as “punch lists”) often contain a similar list of requirements that the Airport and contractor may anticipate beforehand. These items may include, but are not limited to, the requirements to:

1. Label any and all equipment, motors, “J” boxes, and disconnects per the Airport’s standard numbering guidelines.
2. Label hot and cold-water meters per the Airport’s standard lettering guidelines and insulate water supply lines from point of connection to fixture hook-up.
3. Provide DDC connections to water meters.
4. Label tenant breaker at the Airport distribution panelboard per the numbering guidelines in the Airport’s standards. In addition, label the tenant electrical meter per the Airport standards, to identify the aforementioned breaker as its source of power and the name of the tenant panel being fed through this meter.
5. Clean/repair all base building surfaces affected by tenant improvement work until no work traces can be observed with the naked eye.
6. Demonstrate that all construction materials, tools, and debris have been removed from all areas impacted by tenant construction (roof, areas below or above utility routing, and dumpster staging area).
7. Provide copy of final HVAC air balance study per Section 4.14.1.
8. Provide as-built drawings, which are required prior to the release of any deposits or construction bonds.
9. Provide certified statement specifying the total cost of construction in such detail as necessary to ascertain the costs of all tenant improvements, furniture, fixtures, and equipment constructed or installed by tenant in the space.
10. Provide certification that the improvements have been constructed in accordance with the approved drawings and specifications and in strict compliance with all legal requirements and Airport standards.

8.4 Completion Requirements

8.4.1 Clean-Up Upon Completion

Upon Notice of Substantial Completion of the Work, the tenant’s contractor shall, remove all waste materials, excess materials, tools, and equipment such as scaffolding, temporary structures, and facilities (e.g., sanitary facilities).

The tenant’s contractor shall clean and replace broken or scratched windows, clean and repair all surfaces, and clean and adjust all units of equipment that are part of the various tenant improvement systems.

Any tenant improvement project constructed must be clean and ready for full use before it is given a final inspection. The tenant shall ensure that all clean-up is done to the satisfaction of the Airport.

8.4.2 Substantial Completion

When the tenant, on the basis of the inspection and with the tenant designer’s recommendation and the Airport’s recommendation, determines that the work or designated portion thereof is complete, the tenant will prepare a Certificate of Substantial Completion of the Work which shall establish the date of substantial completion and initiate the warranty period.

The certificate shall state the responsibilities of the tenant, the Airport, and the tenant's contractor for security, maintenance, property insurance premiums, and damage to the work; state items still to be completed by the tenant's contractor; and state the time within which the tenant's contractor shall complete the items listed therein. The Airport shall be responsible for normal water, heat, and utilities unless otherwise agreed and stated in the Contract or on the certificate.

The Certificate of Substantial Completion of the Work shall be submitted to the Airport and the tenant's contractor for their written acceptance of the responsibilities assigned to them in the certificate. The date of substantial completion of the work shall establish the date of completion but shall not otherwise alter the responsibility of the tenant's contractor to complete all work in accordance with the approved construction contract documents.

8.4.3 Early Occupancy

The tenant shall have the right to take beneficial possession of and to use any completed or partially completed portions of the premises, only if substantial completion of the work has occurred and even if the work has not been finally accepted. Such beneficial possession and use may only apply after the tenant has applied for and received a Temporary Certificate of Occupancy from the federal, state, and local permit agencies. Such possession and use of the premises shall not constitute an acceptance of such portions of the work.

If the tenant elects to take possession of and to use completed or partially completed portions of the work prior to final completion of the work, the tenant's design consultant and the Airport will conduct an inspection. After the inspection, all incomplete contract work items observed will be listed. The absence of an item from the list shall not release the tenant's contractor from responsibility to perform the work.

All life safety systems and security systems shall have been tested and accepted prior to the request for a Temporary Certificate of Occupancy.

8.4.4 Final Completion and Acceptance of Work

8.4.4.1 Final Inspection:

The tenant and tenant's contractor shall notify the Airport in writing when all the punch list items have been completed and clean-up has been performed. The tenant, tenant's design consultant, tenant's contractor, and Airport shall then make the final inspection for the purpose of ascertaining that the work has been fully completed in accordance with the requirements of the approved construction contract documents.

8.4.4.2 Final Completion:

After the parties above have made the final inspection and are satisfied that the work has been completed in accordance with the approved construction contract documents, the tenant will establish the date of final completion by signing off to that effect on the punch list and the Certificate of Substantial Completion. The Airport will countersign the certificate.

8.4.4.3 Final Acceptance:

After final completion and once the tenant and the Airport are satisfied that all submittals have been made and accepted, all project field record drawings (as-builts) have been completed, and all other contract requirements have been met except for warranty and training, the tenant shall issue a Certificate of Final Acceptance.

8.5 Lien Releases

Concession tenants have a requirement in their Contract to submit lien releases. Within 30 days after the Temporary Certificate of Occupancy has been granted, the tenant shall forward to the Airport a notarized copy of lien releases by the general contractor.

8.6 Operations and Maintenance Manuals

The Airport requires operations and maintenance (O&M) manuals of any tenant project's finish materials, fixtures, equipment, or features that will be serviced, maintained, or become property of the Airport.

General requirements for the O&M manuals include contract information; name, address, and telephone number of the equipment/systems manufacturer and the installing contractor(s); and a 24/7 telephone number for emergency service for all equipment/systems installed on the tenant project. The O&M manuals shall be in electronic PDF (CD) format only (no paper copies are required) and labeled with the project title, tenant, and contractor.

O&M manuals are to include all approved submittal data, cut sheets, and appropriate shop drawings. Manuals shall contain all information needed to identify, maintain, and replace/duplicate any finish materials, equipment, or features installed during the project. Manuals are to be presented/arranged in a logical manner, indexed, and labeled in accordance with the project's respective specification sections.

The tenant shall be responsible for delivering the electronic file of the equipment's required O&M manuals to the Airport.

8.7 As-Built Submittals

As-built drawings and specifications must comply with the Airport's CAD standards and be provided in electronic drawing and PDF format on a CD or external hard drive with two (2) full-size hard copies after final completion and in accordance with the Airport's requirements. Note: Failure to comply with these requirements will delay the issuance of Final Certificate of Occupancy.

As-built documents shall include, but not be limited to, specifications, building architectural, structural, mechanical, plumbing, electrical, and IT systems and components, utilities, and sub structures, permits, and permit numbers.

As-built documents shall include electronic PDF versions as well as Auto CADD DWG files.

8.8 Airport Certificate of Occupancy

The Airport will issue a Final Certificate of Occupancy for a tenant project upon verification that the Airport has received the required as-builts.

8.9 Warranties and Correction of Work

The tenant shall ensure that its contractor promptly repairs, replaces, or otherwise corrects any of its workmanship and any parts, materials, furnishings, fixtures, finishes, components, equipment, or other items in the work that contain faults or defects, whether such failures are observed by the Airport, tenant, or tenant's contractor before or after final completion.

The tenant shall ensure that warranties shall continue for a period of at least one (1) year after the date of substantial completion, or such longer period of time as may be prescribed by the terms of any special warranties required by the approved construction contract documents. If repair or replacement of faulty work items is necessary, proper equivalent temporary substitutes shall be provided by the tenant's contractor in order to maintain the progress of the work and/or keep systems operating without any additional costs to the Airport.

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