



SPRINGFIELD  
— MALL —

**TENANT DESIGN CRITERIA  
ARCHITECTURAL HANDBOOK**



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# P R E F A C E

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Welcome to Springfield Mall, a popular two-level regional shopping center which services the western Philadelphia metropolitan and suburban region. Featuring two department stores, a variety of specialty stores and restaurants, the mall is designed to bring a complete and contemporary shopping experience to the established region.

The newly renovated mall features an upscale image created by a contemporary architectural style of simplicity and elegance. Throughout the mall, vaulted skylights have been added and courts have been created to provide a sense of order and focus for the interior. In contrast to the bright colors and irregular geometry that existed prior to the renovation, a softer more neutral palette and simple detailing returned the visual emphasis to the tenant fronts and to those elements that give order and rhythm to the space. The new marble floor is designed with classical geometric patterns, highlighted at the center court with an intricate ribbon pattern of rich Italian marble. Glass handrails with stainless accents and a newly added elevator tower are designed to give an upscale, contemporary look to the center.



**VIEW OF CENTER COURT**



# I N T R O D U C T I O N

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The purpose of this handbook is to encourage the highest level of design for each tenant and to inspire a unique, one-of-a-kind design statement for all storefronts. The tenant's storefront design shall place emphasis on proportion, scale, color and detailing to enhance the quality and image of Springfield Mall. Tenants and their Architects/Store Planners are encouraged to design storefronts that explore creative uses of merchandising, lighting and signage. The interior of each demised premise should be consistent with the design concept of image created by the storefront. Three dimensional storefront designs with large amounts of glass emphasizing show windows and display cases along with highly imaginative and creative displays and graphics are strongly encouraged. Flat, two-dimensional and fully open storefront designs will not be permitted. These design goals can be accomplished through close attention to detail, use of high-quality materials, good craftsmanship and innovative design.

Tenant plan submittals are to bear the seal of an Architect registered in the Commonwealth of Pennsylvania. Tenants and their representatives must inspect and verify all existing field conditions within their respective space. Upon signing lease documentation, tenant accepts all existing conditions within their space without Landlord modification.

The Tenant Design Criteria Architectural handbook, together with the lease and lease exhibits, comprise the Tenant's package. Tenants should familiarize themselves with the intent and details of these documents. Tenants should also understand the special characteristics of their lease spaces including all existing conditions which will affect their store design. The Landlord and its Architect shall have absolute right of approval over materials, colors and finish selections, plans and designs. The Landlord requires the use of high quality materials throughout the Tenant's leased premises. The Landlord may, at his discretion, consider deviations from these design criteria in the interest of the project. Supplemental design criteria may be issued at the Landlord's direction and may supersede portions of these criteria.







## PROJECT DIRECTORY

### **Mall Management**

Springfield Mall  
1250 Baltimore Pike  
Springfield, PA 19064  
**Phone: 610-328-1200 x 23**

### **Architect**

Thompson, Ventulett,  
Stainback & Associates, Inc.  
2700 Promenade Two  
1230 Peachtree Street, N.E.  
Atlanta, GA 30309  
**Phone: 404-888-6600**

### **Electrical Engineer**

Kelly Lundstrom George  
Suite 100  
1372 Peachtree Street, NE  
Atlanta, GA 30309  
**Phone: 404-881-6565**

### **Mechanical Engineer**

ZMM, Inc. (Design)  
222 Lee Street, West  
Charleston, WV 25303  
**Phone: 303-342-0159**

### **Fire Department**

Springfield Township  
50 Powell Road  
Springfield, PA 19064  
**Phone: 610-544-1300**

### **PECO (Gas and Electric)**

2301 Market Street  
Philadelphia, PA 19101  
**Phone: 800-980-9655**

### **Tenant Coordination**

Simon Property Group  
640 Freedom Business Cntr / Suite 110  
King of Prussia, PA 19406  
**Phone: 4848-679-2383**

### **Telephone Service**

Bell of Pennsylvania  
400 Cherry Street  
Norristown, PA 19403  
**Phone: 800-894-2233**

### **Health Department**

Springfield Township  
50 Powell Road  
Springfield, PA 19064  
**Phone: 610-544-1300**

### **Building Department**

Springfield Township  
50 Powell Road  
Springfield, PA 19064  
**Phone: 610-544-1300**

### **Water Service**

Philadelphia Suburban Water Co.  
762 West Lancaster Avenue  
Bryn Mawr, PA 19010  
**Phone: 610-525-1400**



# S T O R E F R O N T D E S I G N

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## GENERAL CRITERIA FOR ALL TENANTS

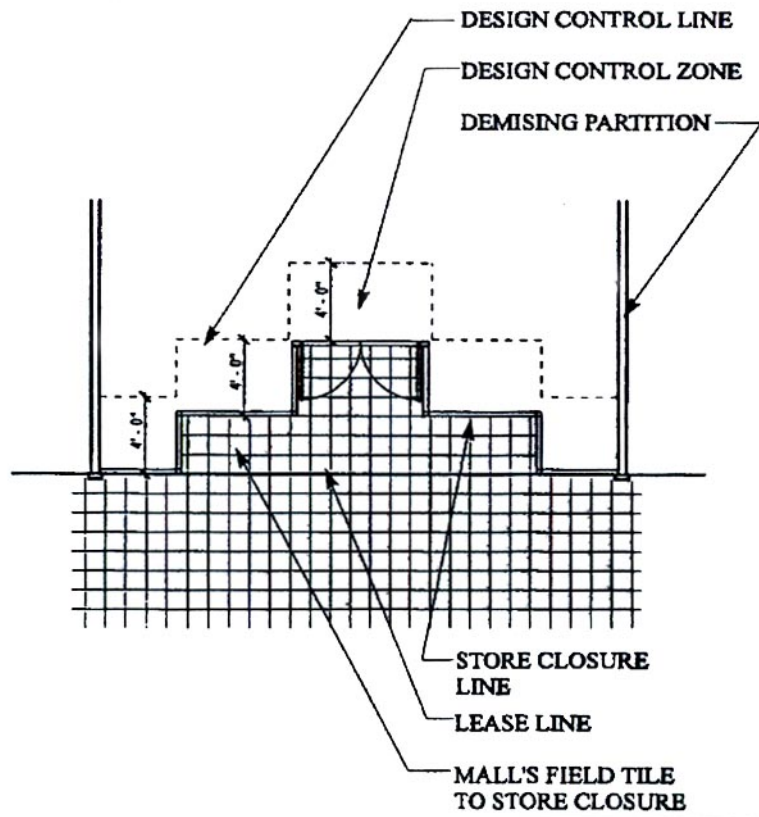
1. The storefront shall be designed, fabricated and installed by Tenant at the Tenant's expense.
2. The storefront shall be designed to encourage and facilitate entry into the store. Tenants are encouraged to consider innovative presentation of merchandise.
3. The Tenant shall be required to utilize non-combustible construction materials except where fire resistant treated materials are required. All materials shall be approved by authorities having jurisdiction.
4. Samples of all finishes and photos or video of prototype store (if available) must be submitted to the Landlord for approval. The Tenant shall be required to submit this material with their preliminary submission as described in this handbook under Submission Process.
5. Totally open storefronts for the entire width of the Demised Premises are prohibited.
  - a. *Store up to 18 feet wide may have not more than 8'-0" of the storefront lease width fully open with a minimum of 6'-0" allowed for door openings.*
  - b. *Stores greater than 18 feet wide may have not more than 1/3 of the storefront lease width fully open.*
6. Tenants having storefronts on two malls may have two entrances, one on each mall storefront opening.

Stores having storefront on two malls may instead incorporate an angled (45 degree) entry where the storefronts meet.
7. In accordance with the requirements of the prevailing codes, the Tenant shall be responsible, at his expense, to sprinkler any showcase area. Sprinklers within this area shall be limited to fully recessed heads, with a cap cover to match ceiling material color.
8. Overhead glazing shall be laminated safety glass. Glass used in conjunction with storefront work shall be clear tempered plate glass, minimum 1/2" thick. Where applicable, exposed glass edges shall be polished. Visible long marks are not permitted.



## DESIGN CONTROL ZONE

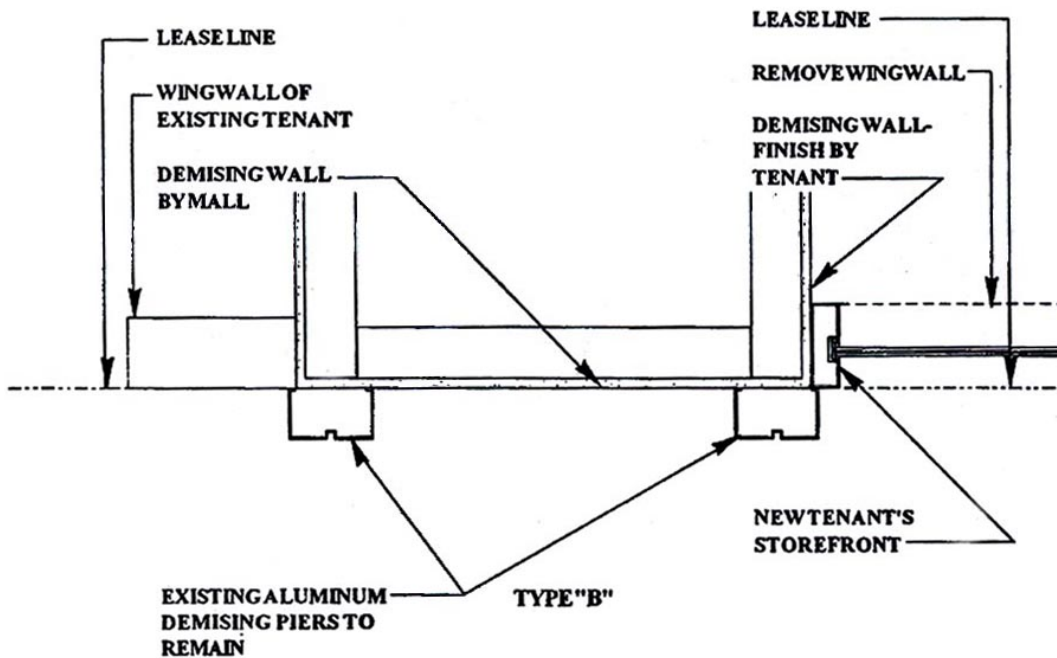
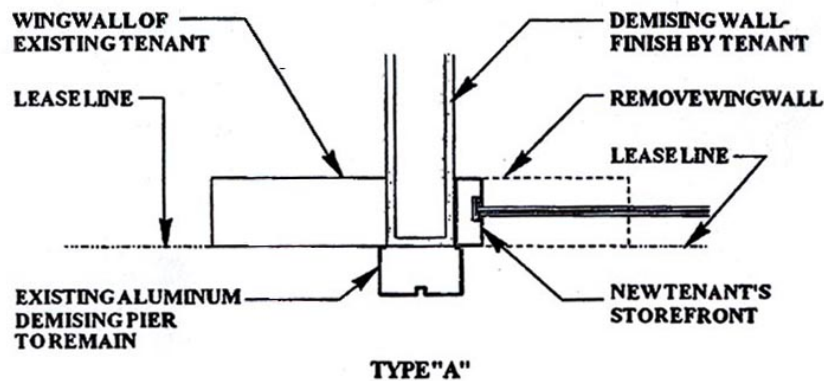
1. A Design Control Zone has been established in all Tenant premises. The Control Zone shall extend 4'-0" into the Tenant leased premises, measured from the store closure line. The Landlord shall have absolute right of approval over all Tenant design, signage and materials within this zone.
2. The Design Control Zone shall include display windows, retail graphics, display fixtures, signs, materials, finishes, color and lighting in front of the Design Control Line. To promote inevitability, movable displays or sales fixtures should not be located within the Design Control Zone except behind fixed display windows.
3. If a Tenant chooses to recess his store closure behind the designated Lease Line, the Design Control Zone will also recess respectively.
4. Acoustical tile is not an acceptable ceiling for any part of the Design Control Zone.
5. No solid fixtures or pre-packaged wall-mounted grid systems shall be permitted within the Design Control Zone.





## DEMISING ELEMENTS

Demising Piers consist of two separate conditions identified as Type "A" and Type "B" below. This criteria direct new tenants, with demising pier Type "A", to remove the existing gypsum board and metal stud wing wall to the demising wall, and extend their storefront horizontally to the demising wall, maintaining the existing aluminum demising pier. New tenants with demising pier Type "B" are to extend storefronts to existing gypsum board and metal stud wind wall, maintaining existing aluminum demising pier.





## STOREFRONT FINISHES

1. **The following materials and details are encouraged on storefronts:**
  - a. *Marble, granite, and other exotic stones.*
  - b. *Metals such as brass, copper, stainless steel, chrome and aluminum.*
  - c. *Stenciled, sandblasted, etched, leaded or stained glass,*
  - d. *Finished hardwoods of premium grade quality in accordance with American Woodworking Institute standards.*
  - e. *Acrylic resin products, i.e., Corian.*
  - f. *Glass fiber reinforced gypsum or glass fiber reinforced concrete – painted.*
  - g. *Factory painted aluminum insulated panels; corrugated and/or perforated metals.*
  - h. *Classical forms proportions/details.*
2. **The use of the following materials is prohibited on storefronts unless approved by Landlord:**
  - a. *Simulated versions of brick, wood, or stone.*
  - b. *Pegboard and pegboard fixture systems.*
  - c. *Vinyl wall covering or wallpaper.*
  - d. *cork, cork tile or carpet.*
  - e. *Rustic wood siding, or shingles.*
  - f. *Plexiglass other than signs.*
  - g. *Translucent plastic panels.*
  - h. *Anodized or mill-finished aluminum.*
  - i. *Painted gypsum board below tenant signage.*
  - j. *Plastic laminate, glossy finish.*
  - k. *Awnings.*
3. Metal used in Tenant storefront for glazing, sliding doors, wall panels, signband, etc. are to be factory-painted or natural brass, bronze, stainless steel, copper or chrome.
4. Laminates on storefront designs are to be backed with a minimum 5/8” plywood or particle board, fire resistive treated if required by local jurisdiction.
5. Any surfaces or projections which may be hazardous to pedestrians are prohibited.



## CEILINGS

1. All tenants will be guaranteed a maximum ceiling height of 11'-0". Tenants are encouraged to extend ceilings higher if field verified conditions permit. Ceilings below 9'-0" will not be permitted unless a special feature element within the space necessitates a lower ceiling height. This will be reviewed on a case-by-case basis.
2. Ceilings in sales and public areas shall be gypsum board, plaster, 2'x2' acoustical tile with tegular edge profile, metal ceiling panels, fabric, or wood ceiling systems (must meet non-combustible and flammability requirements). Open ceilings exposing the building structure will be considered on a case-by-case basis. The use of 2' x 4' lay-in ceiling tiles will not be permitted in sales and public areas.
3. Acoustical ceiling tile will not be permitted in the Design Control Zone.
4. Creative exciting illumination within the sales and public areas is required. Refer to the Lighting Criteria within this Manual for additional illumination requirements.



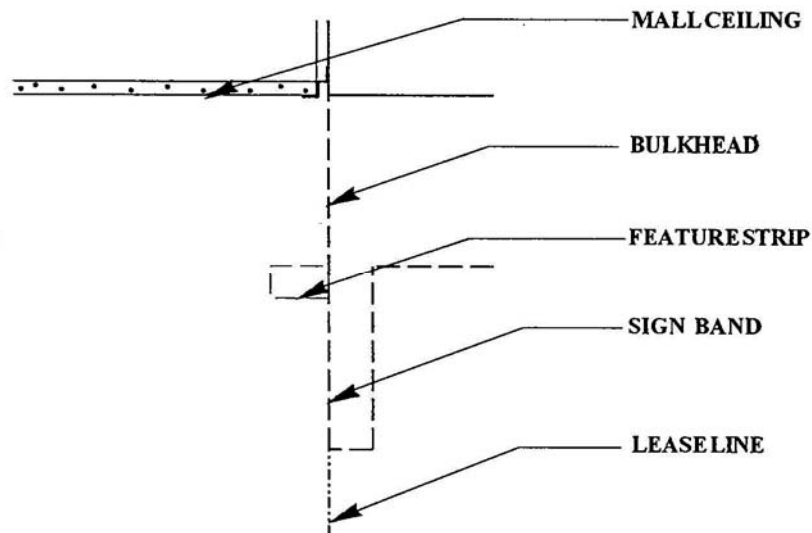
## FLOOR AND BASE

1. The Mall's standard floor tile is required to cover any area between the Lease Line and the Tenant's storefront closure line.
  - a. *If the storefront is constructed prior to the Landlord's receipt of tile, the Tenant shall provide for installation and removal of a temporary floor material for these areas. Landlord will install the permanent flooring upon receipt and back charge the Tenant for the cost of the material and installation.*
  - b. *If the storefront is constructed during or after the mall's construction period, the Landlord will make the mall tile and grout available for purchase and installation by the Tenant's contractor.*
  - c. *For all Upper Level Tenants, a crack suppression membrane must be used in conjunction with the Mall's standard floor tile between the Lease Line and storefront closure line. The membrane shall be as follows:*  
  
*ECB Membrane  
N.A.C. Products, Inc.  
P.O. Box 1266  
Cuyahoga Falls, OH 44223  
216.928.3414*
2. Storefront or display pedestals exposed to mall maintenance, excluding doors, must have a minimum of 6" high base or kick plate that matches mall's standard base or its complementary to finish (marble, tile, or metal).
3. The finish floor elevation of the demised premise must be flush with the mall finish at the Lease Line. The use of reducer strips will not be permitted. All floor elevation changes with the demised premises must abide by local authority's jurisdiction and approval. The interior floors must be covered with the highest quality materials. Ease of movement, safety, and maintenance should be primary consideration in floor covering.
4. Acceptable flooring materials in sales and public areas include stone, carpet, wood strip or plank, ceramic and porcelain tiles. The use of high quality Linoleum or decorative cement flooring may be specified if used in a manner which contributes to the overall design theme and character of the store. These products must be specifically approved by the Landlord.



## STOREFRONT BULKHEAD

Current conditions include a signband (in some cases, a horizontal 2 X 4 wood feature strip) and bulkhead over storefronts which have not been updated. This criteria directs new Tenants to remove this signband, feature strip, and bulkhead and extend the storefront vertically from the mall floor to the ceiling.



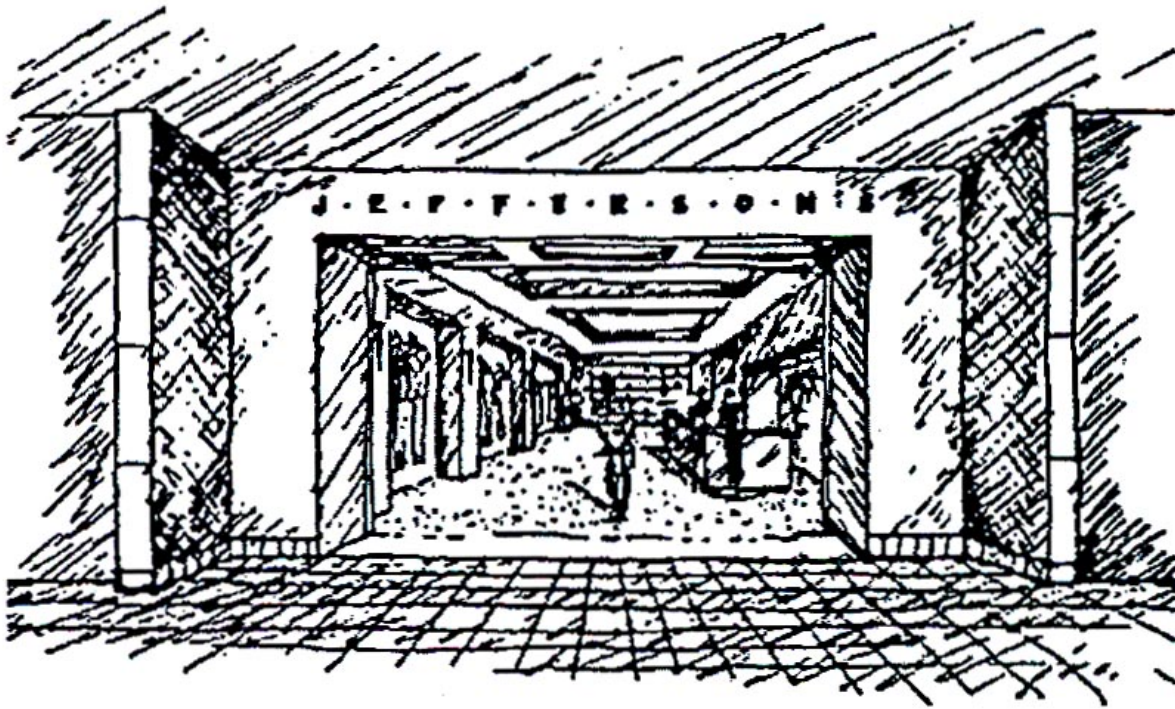
## STORE CLOSURES

1. Sliding doors, when used, must slide parallel to the Lease Line and must be pocketed in opaque enclosures or must become the rear closure of a display window. Sliding door tracks must be narrow metal stiles and must be recessed into floor elements to maintain flush elevations. Closures must have an approved emergency opening device.
2. Swinging entrance doors are to swing outward and may not extend past the Lease Line. The use of 8'-0" or higher glass entrance doors should be considered.
3. Rolling grilles, when fully open, should be totally recessed and not visible from the mall or store interior. Grille guides, housing and switches should be as inconspicuous as possible. Grilles with lexan panels will not be permitted. Cavities must be finished a minimum of 6" each side.



## DESCRIPTIONS OF STOREFRONT TYPES

The traditional flat front with horizontal sign band is prohibited. Creative signing techniques incorporate with the storefront design are encouraged. Storefronts should emphasize show windows and merchandise and should be designed to give a “sense of entry.” Totally open storefronts are prohibited. Refer to the general storefront criteria for all tenant types for additional requirements. Racks of clothing, table displays or typical stocking shelves will not be allowed within the Design control areas.



EXAMPLE: STOREFRONT NOT PERMITTED



## **RETAIL TENANT STOREFRONTS**

Retail tenant storefronts are to effect a three-dimensional presentation. To provide design variety, undulating closure lines are highly encouraged. Storefronts may be recessed within the Tenant Lease Line but may not project any structures beyond the Tenant Lease Line. Tenants are required to utilize large amounts of glass emphasizing show windows along with highly imaginative and creative displays. These design goals can be accomplished through quality materials, good craftsmanship and innovative design.



**EXAMPLE: RETAIL TENANT STOREFRONT**



**EXAMPLE: RETAIL TENANT STOREFRONT**



**EXAMPLE: RETAIL TENANT STOREFRONT**



## **RESTAURANT/FOOD TENANT STOREFRONTS**

Located throughout the mall, restaurants and food tenants within the mall should offer a festive and inviting atmosphere for mall patrons. A unique, high-level design is expected from each tenant to create a warm and inviting environment for customers. Food and restaurant tenants are highly encouraged to define their individuality by utilizing innovative finishes.

### **Additional Requirements of Restaurants:**

No counters will be permitted as part of the restaurant's storefront design. All counters must be located beyond the Design Control Zone. Refer to counter requirement for over-the counter food tenants. Seating for restaurant patrons must be incorporated within the lease space. Storefronts may be recessed within the Tenant's Lease Line, but may not project beyond the Lease Line.

### **Additional Requirements for Over-the Counter Food Tenants** (such as pretzels, muffins, coffee, etc.):

Counters will be permitted as part of the storefront design. However, counters must meet the following requirements:

1. The counters and walls within areas visible to public view shall be finished with materials that are compatible with the mall's finishes. Refer to the list of acceptable storefront finishes on page 15 of this Tenant Design Criteria.
2. Horizontal sign bands above counters will not be accepted. Over-the-counter tenants should explore creative ways to sign and light their storefront. Refer to signage and lighting criteria for additional information.
3. Food display cases at the Tenant's front counter are optional and will be approved on an individual basis by the Landlord. Such cases must be finished and designed to be compatible with the Tenant's storefront.
4. Service equipment, such as beverage machines, coffee makers, and cooking equipment of any kind, is not permitted at the front counter unless reviewed and approved by the Landlord. Items such as cash registers, etc. must be recessed into the front counter or screened from the customer.
5. All napkin holders, straw dispensers, and plastic utensil holders shall be an integral part of the front counter design and shall be kept off any sneeze guards. All paper goods and supplies are to be stored in areas not visible to the public. Any clutter or other unsightly equipment such as boxes, shelves, sinks, etc. shall be fully concealed from public view.
6. Tenant must submit manufacturer's catalog sheets of all visible equipment.



**EXAMPLE: RESTAURANT STOREFRONT**



**EXAMPLE: OVER-THE-COUNTER FOOD TENANT**



## GENERAL SIGNAGE CRITERIA

This Signage Criteria sets forth the basic guidelines by which the Landlord will review and approve Tenant signs for Springfield Mall. The purpose of the sign criteria is to insure imaginative, quality signing throughout the Mall by specific restrictions as set forth below. This shall not limit the Landlord's right to reject, accept or require modification of any Tenant sign.

To achieve the special ambiance desired by the Landlord for Springfield Mall, attention must be directed towards storefront signage. Tenants are encouraged to utilize the entire storefront as a sign field in order to create the opportunity for more creative design possibilities. **Signage limited within a sign band will not be permitted.**

Various means of graphic communication are available for the Tenant to explore. Storefront designs are encouraged to take advantage of product merchandise symbols, specialty letter styles, quality materials, and high impact graphics. Due to emphasis on graphics and signage, it will be in the best interest of the Tenant to engage the services of a graphic design consultant. Signage must be kept within the designated parameter set forth in this criteria.

1. Each Tenant is required to design, fabricate, install and maintain their sign at the Tenant's expense.
2. It is the Tenant's responsibility to ensure that signs and their installation meet code restrictions set forth by the governmental entities having jurisdiction over Springfield Mall.
3. Tenant shall submit shop drawings prepared by his sign fabricator to the Landlord for approval, prior to fabrication of any sign. Shop drawings must include full dimensions, letter style and type face, (color, material and thickness), returns, type of lighting, brightness, mounting, hardware, transformer location and access, and placement of sign drawn to scale on storefront or signage fascia. The shop drawings must indicate the type and sizes of all lettering and background panels and their locations in the storefront area.
4. Shop drawings must be resubmitted until marked "Approved" by the Landlord. Incomplete shop drawings will be returned without approval. Permits for signs and installation shall be obtained by the Tenant, at Tenant's expense.
5. **License, union and fabrication labels shall not be visible from the mall floor.**



**HIGH IMPACT GRAPHICS ARE ENCOURAGED**

**SIGNS CAN BE POWERFUL TOOLS  
TO ATTRACT, DIRECT, ADVERTISE,  
OR EXPRESS IMAGES TO THE CONSUMER**



## LOCATION AND SIZE

1. Every Tenant fronting on the enclosed mall space will be required to have one storefront sign. Stores acquiring storefront entrances on two intersecting malls may have one sign on each storefront, but limitations will be enforced by the Landlord dependent on individual storefront circumstances and design. Tenants with angled entries may also sign their entry. Store logos are highly encouraged for these areas.
2. Storefront signage must be located within the storefront area defined by the Tenant's Lease Line and may not project beyond the Lease Line. A sign band above all storefronts has not been included as a basic architectural feature in this project in order to provide an opportunity for more creativity and individuality in the design of storefronts and signage. Signage may occur anywhere within the limits of the basic storefront area.
3. Signage shall be limited to  $\frac{2}{3}$  the length of the storefront width with a maximum length of 16 feet and shall terminate a minimum of 24 inches from the demising pier face.

## LETTER

1. Individual letters, color types and styles shall be approved by the Landlord. Non-traditional signs, consistent with store design and mall standards, are strongly encouraged and shall be approved in writing at Landlord's sole discretion. Examples may include the following:
  - a. "Halo" effect backlit signs or letters
  - b. Edge lit signs with neon or other light source
  - c. Internally lit signs with an acrylic flush face
  - d. Etched or back painted graphics on glass
  - e. Channel letters of metal which are internally illuminated with neon or other light source
  - f. Polished metal or painted dimensional letters
  - g. Suspended sign panels of metal, Plexiglass or other high-quality material
2. Signage containing individually applied letters to a background field which is designated as part of the storefront shall conform to the following regulations:
  - a. Letters of one size shall be consistent in style and size; 16" high maximum, up to 1-1/2" thick unless otherwise approved and pin mounted. The face of all letters must be in the same plane. Pin projections are not to exceed 1" to the back face of letters.
  - b. If letters of two sizes are desired, then they shall be consistent in style. Capital or uppercase letters are limited to a maximum height of 18" and lower case letter are limited to 12". Any deviations from this criteria must be approved by Landlord.



- c. Decals and/or letters painted or etched directly to the inside face of glass storefronts (as the major signage element) shall not exceed 16” in height unless previously approved by Landlord.
3. The Landlord reserves the right to disallow any signage which does not convey a sense of permanence, use of quality materials, or enhance the overall mall design.

The following means of communications are not to be considered:

- a. Flashing, oscillating and moving signs
- b. Formed plastic or injection molded signs
- c. Noise producing signs
- d. Odor producing signs
- e. Boxed or cabinet-type unless recessed and an integral part of the storefront design
- f. Exposed raceways, transformers, ballast boxes, crossovers, conduit, sign cabinets, etc.
- g. Decals and lettering on show window glass, door glass or any other part of storefront which are unrelated to the store’s overall design, unless specifically approved in advance by the Landlord.
- h. Temporary signs, posters, notices, announcements or advertisements except standardized mall signs or those specifically approve in advance by the Landlord.
- i. Exposed labels of underwriter, manufacturer, etc.
- j. Exposed neon signs with exposed transformers, wiring, etc.
- k. Credit card signs applied to storefront glass or doors.

## **ILLUMINATED SIGNS**

1. Where illuminated signs are considered, the following restrictions shall apply:
  - a. Individual dimensional metal backlit (halo effect) letters shall be at least 1” thick and shall be projected from an opaque signing surface. Letter illumination to be provided by neon ranging from 3200K to 3700K.
  - b. Internally illuminated channel letters shall abide to similar requirements set forth in this section. However, these letters must be no deeper than 6” and contain opaque metal sides and a translucent plastic face. It is recommended that the opaque sides are of a contrasting color to the illuminated surface.



## **NEON**

1. Neon may be used, however, it must be innovative, highly decorative, graphic, well-proportioned and integrated within the overall storefront design. Neon tubes are to be protected as required by local code jurisdiction. Ballasts and transformers are to be concealed from public view. The use of neon in conjunction with reflective surfaces, clear or etched glass, and brass is recommended. Neon signage may be suspended on the tenant side of glazing. All exposed neon should be on a dimmer switch for illumination controlling purposes. The Landlord reserves the right to reject any neon sign.
2. Illuminated signage is to be controlled by a clock timer and illuminated continually during all hours the mall is open.
3. Sign shop drawings are to be submitted to the Landlord for approval prior to fabrication.
4. Signage will not be permitted on demising piers.
5. Signs shall be limited in brightness subject to Landlord's discretion.

## **SIGN TEXT**

1. Sign text is limited to the Tenant's trade name as it appears in the lease. No product brand name or trade name may be used unless it is part of the Tenant's trade name. The Tenant's customary logo may be used only if approved in writing by the Landlord.

## **NON-ILLUMINATED SIGNS**

1. The following types of allowable non-illuminated signs are not restricted in size. However, like neon, their use is viewed as decorative as well as informative and is similarly subject to the Landlord's discretionary approval on an individual basis. Accent lighting from an indirect source outside the Tenant Lease Line will not be permitted.
  - a. Non-dimensional letters and/or logs applied or painted directly on the inside of face of the glass storefront areas.
  - b. Supergraphic or bas-relief treatment of a large amount of storefront area.



## **SERVICE DOOR SIGNS**

1. Service door signs are mandatory and are to be provided by Tenant at Tenant's expense according to the following specifications:
  - a. Overall sign dimensions are 2" x 8" standard black-faced white-backed plastic.
  - b. Block letters to be engraved in the black sign.
  - c. Mount frameless sign to the center of Tenant door with double-stick foam tape.
  - d. Mounting height is 5'-6" above finished floor.



## LIGHTING CRITERIA

1. The Landlord shall provide lighting within Springfield Mall in public spaces. The lighting concept for the mall focuses illumination towards the central areas and away from tenant storefronts, in order to allow the Tenant to create a focus on the creative and exciting illumination within their show windows and storefronts.
2. Tenant is responsible for lighting within the entire Demised Premises.
3. Tenant shall provide internal storefront illumination. Tenant shall provide air conditioning to accommodate heat loads which occur due to storefront lighting at storefront closure. No lighting shall be permitted outside the Tenant Lease Line.
4. Tenants shall provide complete reflected ceiling plans and any sections required to identify the lighting intent, aiming and shielding of lamps, and a luminaire schedule, which includes calculated foot-candle values, to Landlord for approval.
5. Storefront illumination shall be designed to prevent direct view from the mall space of: Lighting fixture, fixture lamp, reflected lamp image from reflector, diffusers or other surfaces. Surface-mounted or semi-recessed fixtures are to be architecturally shielded to prevent aiming of light into mall space, and shall be accommodated with a specular or semi-specular alzak cone.
6. Storefront illumination should concentrate on displays. The recommended light level of storefronts should be three times the ambient light level of the mall, and store interior or 90 footcandles. Excessive storefront lighting above 200 footcandles will not be permitted.
7. For storefront illumination, the use of decorative-type lighting such as luminous ceilings, chandeliers, pendant, wall units or clear-type glitter strips are permitted only if the location is approved by the Landlord. No strobe, spinner, or chase-type lighting shall be used.
8. General store lighting shall utilize glare-free fixtures.
  - a. If incandescent lighting is used, proper lamp shielding and aiming must be employed. Luminaries shall be low brightness positioned so there is no view of lamp or lamp image from the mall. Down lights are to be positioned to prevent any view of lamp or lamp image above 45 degrees.
  - b. If fluorescent lighting is used, proper shielding using metal parabolic louvers or any other creative types of architectural shielding must be incorporated to achieve low brightness. Only the use of 2'-0" x 2'-0" fluorescent fixtures in the sales areas shall be allowed. However, the use of 2'-0" x 4'-0" fixtures shall be permitted in back-of-house areas. The use of plastic or acrylic diffusing lenses is not to be considered. No fluorescent lighting in Design Control Zone is permitted.



- c. High Intensity Discharge (H.I.D.) lighting shall be low brightness. Installation methods shall follow note 8a above.
  - d. The interior light level of the store shall not exceed 100 foot candles, unless otherwise approved by Landlord.
9. Incandescent pendant units may be used for general lighting only if Tenant has established an identity based on this theme or motif and following approval of identity by Landlord.
  10. Track-type lighting within the store shall be painted to match the ceiling color unless design intent incorporates a special application. If the track fixtures are a part of the interior décor and other finishes are required, approval by the Landlord will be required. Shielding and aiming of fixtures are to follow note 8a of this section.
  11. Quartz incandescent PAR38 spots or low voltage-type lighting, recessed or surface track, is recommended for high impact on merchandise. For shielding and finishes, see notes 8a and 10 of this section.
  12. Showcases and display cases must be adequately lighted and ventilated. Direct visual exposure of incandescent lamps and/or fluorescent tubes is prohibited. All show window lighting shall be controlled separately and illuminated during mall hours.
  13. If the closure line is recessed beyond the Lease Line, lighting in the ceiling between the Lease Line and the closure line shall be supplied by Tenant.
  14. It is recommended that Tenants acquire the services of a qualified lighting designer to assist in the development of a lighting scheme.



# K I O S K   D E S I G N C R I T E R I A

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Kiosks have been located throughout the mall to become an integral part of the shopping activity within Springfield Mall. To complement the character of the overall mall design, careful consideration must be given to the visual design and image of these kiosks. Kiosk tenants and their architects/store planners are encouraged to explore creative uses of merchandising, lighting and signage. These design goals can be accomplished through close attention to detail, use of high-quality materials, good craftsmanship and innovative design.

The kiosk framework, provided at the Tenant's expense, consists of a central millwork island with a metal framework projection incorporating lighting and a signage area. The Tenant will be given designated maximum Lease Lines for their particular kiosk location. Within these parameters, the Tenant is responsible for providing all elements of the kiosk including the framework, showcases, access doors, signage within the designated area, and lighting in conformance with these Criteria. The Tenant is to strictly adhere to the designated maximum Lease Lines. Failure to abide by this restriction can result in the delay of receiving occupancy approval and possible additional costs to the Tenant to retrofit noncomplying design work in order to satisfy mall existing and Landlord's requirements.

To create design variety, undulating casework is highly encouraged. Casework may be recessed behind the Tenant Lease Line, but may not project beyond the Lease Line. The use of different heights of casework is also encouraged. The traditional flat casework is prohibited.



## GENERAL CRITERIA FOR KIOSKS

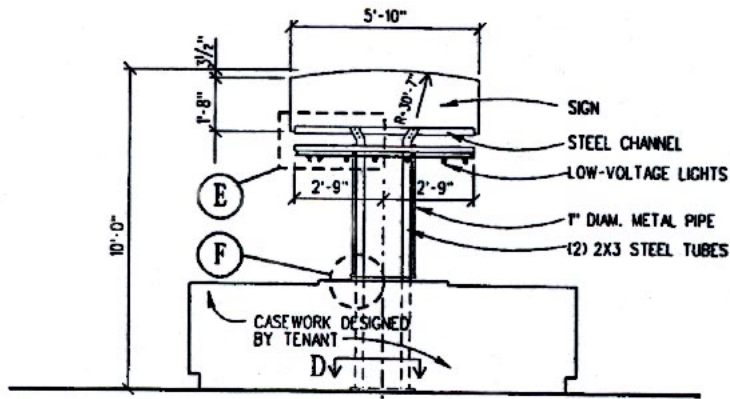
1. Kiosk leasable area shall be limited to the area set forth in the Lease Agreement between Tenant and Landlord. At no time shall the Tenant be permitted to build beyond the Lease Line extremes.
2. Kiosk framework shall be constructed by the manufacturer stated in the lease. The framework must comply with the dimensions and materials illustrated in the sections and elevation profiles provided. No alterations may be made to the support structure other than signage and lighting as described in this Section.
3. Casework surfaces are to be kept clean and free from clutter. Floral or plant arrangements may be placed on counter if approved by Landlord. All merchandise must be displayed inside illuminated showcases unless submitted as part of the Tenant review process and approved otherwise in writing by the Landlord.
4. Recommended materials for casework at typical kiosks are as follows:
  - a. *Marble, granite and other exotic stones*
  - b. *Metals such as polished or patina copper, brass, stainless steel, chrome and aluminum (factory painted).*
  - c. *Stained or painted hard woods of premium grade quality in accordance with American Wood Working Institute standards.*
  - d. *Plastic laminate in conjunction with other materials*
  - e. *Acrylic resin products, i.e., Corian.*
5. Any surfaces or projections which may be hazardous to pedestrians are prohibited.
6. Counter heights shall not exceed 3'-4". Elevated corners shall not exceed 3'-10".
7. Kiosk casework must be constructed of non-combustible materials.
8. Kiosk casework must have a minimum of 6" high base or kickplate. The mall's standard base tile is suggested for this material: *Gray Largo Marble*  
The Landlord will make the base available for purchase and installation by the Tenant's Contractor.
9. Showcase glass must be ¼" thick minimum tempered clear glass.
10. Slim-line showcase lighting (fluorescent or incandescent) shall be mandatory for primary illumination of merchandise. Over counter lighting shall be limited to the low voltage/mini spot as shown in framework drawings. Type shall be manufactured by: Bruck Lighting, 714-259-1000, "Calo" light fixture (catalog #160209 mc) on "V/A" track (catalog #160010 cu-mc) with wall fastener (160516mc).



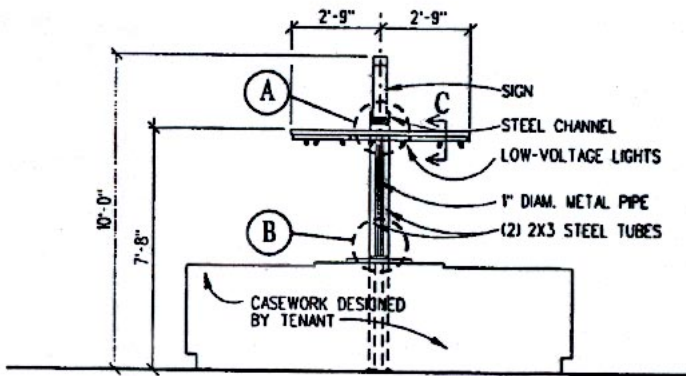
11. No security grilles shall be permitted. Kiosks will remain open. Lockable cabinet storage within the millwork shall be used for after hours security.
12. Carpeting may be used within the designated kiosk parameters. Carpet shall be secured and concealed beneath the casework base. Only approved fire-rated carpeting shall be installed. Carpeting must be loose laid with Velcro-type anchors around its perimeter.
13. Penetrations through mall surfaces are strictly prohibited.
14. Tenants are encouraged to engage a professional Graphic Designer to exercise creative design for their signage. Refer to Kiosk Signage Criteria.
15. Tenant shall provide one fire extinguisher with a minimum rating as required by authority having jurisdiction.
16. Telephone Service: The Landlord shall provide a ¾" empty conduit to nearest service corridor or telephone room. Tenant shall be responsible for wiring. Cable shall be Teflon coated from Kiosk to telephone terminal port.
17. Electrical Services: All kiosks shall be provided with one 30-amp, 120-volt, single-phase circuits with three (3) #8 and one (1) #10 (G) in one-inch conduit. Should this power supply not be sufficient, the Tenant will be permitted to obtain additional capacity at the Tenant's expense if permitted by the Lease Agreement and if electrical capacity is available. One circuit shall be devoted to the lights, the remaining circuit shall be used for the Tenant's casework and miscellaneous power needs. Electric service is unmetered.
18. Kiosk tenants are to refer to the construction plans for the locations of electrical service and telephone raceways.
19. Adequate egress from kiosk shall be provided by Tenant and approved by all authorities have jurisdiction.
20. Tenant shall be responsible for all costs associated with the design and construction of their particular kiosk.
21. Tenants shall be responsible for any damages to the mall structure related to this installation.
22. Service equipment, such as beverage machines, coffee makers, and cooking equipment of any kind, is not permitted unless submitted as part of the Tenant review process and approved by Landlord. Items such as cash registers, etc. must be recessed into the front counter.
23. Food Kiosks must abide by the following requirements in addition to the requirements above:



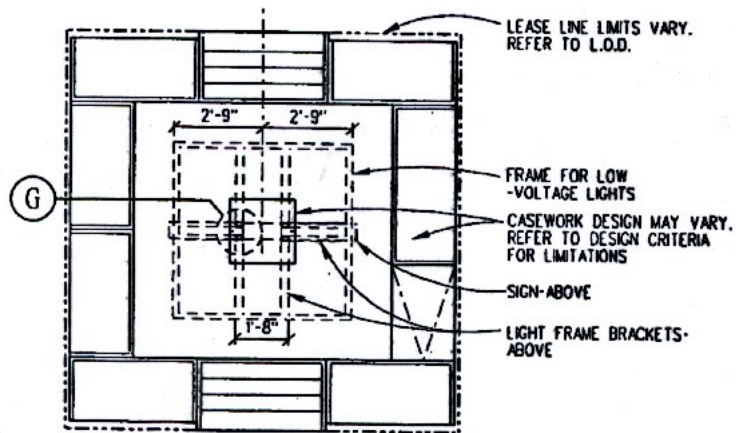
- a. All napkin holders, straw dispensers and plastic holders shall be an integral part of the front counter design and shall be kept off any sneeze guards. All paper goods and suppliers are to be stored in areas not visible to the public. Any clutter or other unsightly equipments such as boxes, shelves, etc. shall be fully concealed from public view.
  - b. Food display cases at the Tenant's front counter are optional and will be approved on an individual basis by the Landlord. Such cases will be finished and designed to be compatible with Tenant kiosk design.
  - c. The front counter provides a perfect stage on which to prepare and display enticing foods, and this is strongly encouraged. The preparing of food then becomes an "event," generating color and animation within the Mall. However, cooking will not be permitted within the kiosk, and water service is not available.
24. For Technical Information and Project Information, refer to the Technical Information and Project Information portions of this handbook.



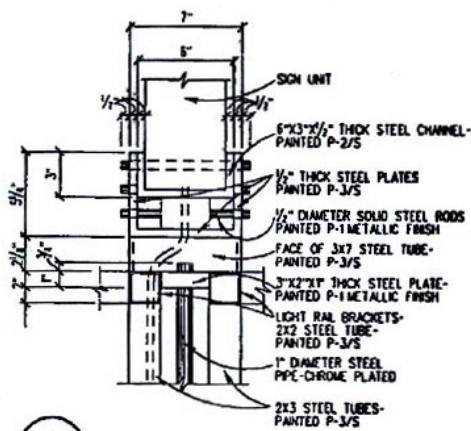
KIOSK ELEVATION  
3/16"=1'-0"



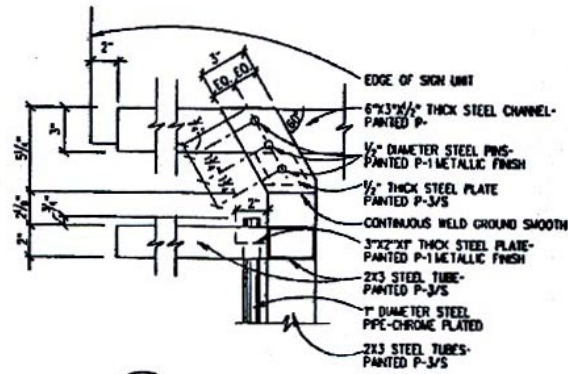
KIOSK ELEVATION  
3/16"=1'-0"



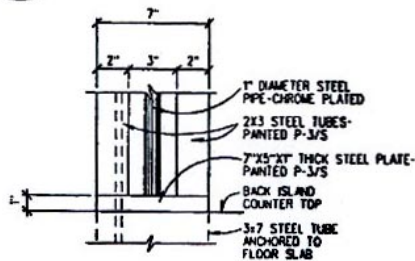
KIOSK PLAN  
3/16"=1'-0"



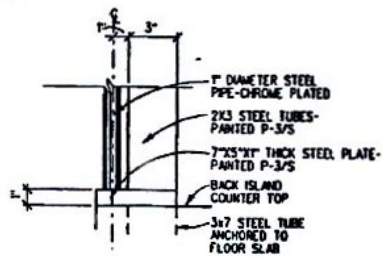
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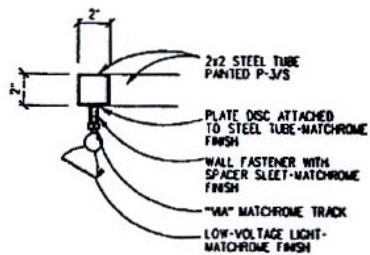
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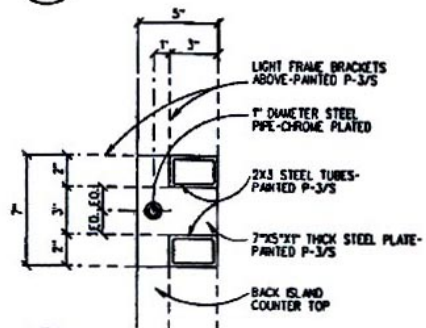
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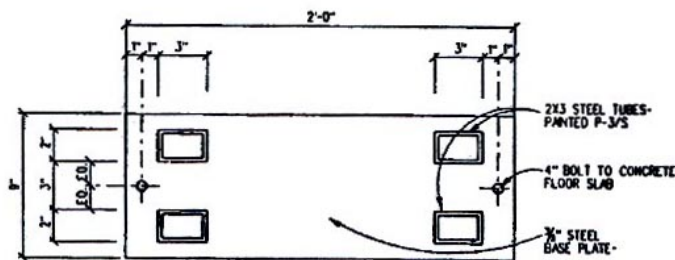
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## **KIOSK SIGNAGE CRITERIA**

To achieve the special ambiance desired by the Landlord for Springfield Mall, kiosk signage must be given careful attention.

Various means of graphic communication are available for the Tenant to explore. Kiosk designers are encouraged to take advantage of project merchandise symbols, specialty letter styles, quality materials, and sign impact graphics. Due to the emphasis on quality graphics and signage, it will be in the best interest of the Tenant to engage the services of a graphic design consultant. Signage must be kept within the designated parameters set forth in this Criteria.

The purpose of this sign criteria is to insure imaginative, quality signing throughout the Mall by specific restrictions as set forth below. These Criteria will set forth the basic guidelines by which the Landlord will review and approve Tenant kiosk signs for Springfield Mall. However, this shall not limit the Landlord's right to reject, accept or require modification of any Tenant sign.

Within the kiosk framework, an area has been designated for signage by the Tenant. Kiosk signage is limited to one sign per face of the designated signage area. For a total of two signs. Refer to kiosk elevation drawings for sign location.

1. Each kiosk Tenant is required to design, fabricate, install and maintain their sign at the Tenant's expense.
2. Tenant signage must be located within the designated kiosk sign location and must follow the exact dimensions and size as shown in this handbook.
3. Sign text is limited to the Tenant's trade name as it appears in the Lease. No product brand name or trade name may be used unless it is part of the Tenant's trade name. The Tenant's customary logo may be used only if approved in writing by the Landlord. Menu boards will not be permitted, unless submitted as part of the Tenant review process and approved by Landlord.
4. It is the Tenant's responsibility to insure that signs and their installation meet code restrictions set forth by the governmental entities having jurisdictions over Springfield Mall.



5. Tenant shall submit shop drawings prepared by his sign fabricator to the Landlord for approval, prior to fabrication of any sign. Shop drawings must include full dimensions, letter style and typeface, color, material and thickness, returns, type of lighting, brightness, mounting hardware, transformer location and access, and placement of sign, drawn to scale on kiosk framework. Where necessary to show its form, a schematic section through the sign will be required.
6. Shop drawings must be resubmitted until marked “Approved by the Landlord.” Incomplete shop drawings will be returned without approval.



## LETTERS

1. Individual letters, color types, and styles shall be approved by the Landlord. Nontraditional signs, consistent with kiosk design and mall standards, are strongly encouraged and shall be approved in writing at Landlord's sole discretion. Examples may include the following:
  - a. "Halo" effect backlit letters
  - b. Edge lit letters with neon or other light source
  - c. Etched or back-painted graphics on glass
  - d. Polished metal or painted dimensional letters
2. Signage containing individually applied letters as a background field which is designated as part of the kiosk shall conform to the following regulations:
  - a. Letters of one size shall be consistent in style and size; 12" high maximum, up to 2-1/2" thick unless otherwise approved and pin mounted. The face of all letters must be in the same plane. Pin projections are not to exceed 1" to the back face of letters.
  - b. If letters of two sizes are desired, they shall be consistent in style. Capital or uppercase letters are limited to a maximum height of 16" and lower case letters are limited to 10". Any deviations from these Criteria must be approved by the Landlord.
3. The Landlord reserves the right to disallow any signage which does not convey a sense of permanence, use of quality materials, or enhance the overall mall design. The following signage methods are not acceptable:
  - a. Exposed neon
  - b. Flashing, oscillating and moving signs
  - c. Formed plastic or injection molded signs
  - d. Noise producing signs
  - e. Odor producing signs
  - f. Boxed or cabinet-type signs
  - g. Exposed raceways, transformers, ballast boxes, crossovers, conduit, sign cabinets, etc.
  - h. Decals and lettering on showcase glass or any other part of kiosk unless specifically approved by the Landlord. Landlord reserves the right to limit the use of logos.



- i. Temporary signs, posters, notices, announcements or advertisements except standardized mall signs or those specifically approved in advance by the Landlord.
- j. Signage with exposed labels of underwriter, manufacturer, etc.
- k. Signage with exposed transformers, wiring, etc.
- l. Credit card signs applied to showcase glass or any other part of kiosk.



## **ILLUMINATED SIGNS**

1. Where illuminated signs are considered, the following restrictions shall apply:
  - a. Individual dimensional metal backlit (halo effect) letters shall be at least 1” thick and shall be protected from an opaque signing surface. Letter illumination to be provided by neon ranging from 3200K to 3700K.
2. Illuminated Signage is to be illuminated continually during all hours the mall is open.
3. Signs shall be limited in brightness and shall not exhibit glare or any other visual problems to the common area and/or customer traffic subject to Landlord’s discretion.



# TECHNICAL INFORMATION

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## **TENANT CONSTRUCTION**

### **CEILINGS**

1. Lower level ceilings shall be non-combustible acoustic tile, sheetrock, or other material suspended by noncombustible suspension system to conform to final requirements of governing authorities. Space above the ceiling line not occupied or allotted to Landlord's work (structural members, duct work, piping, etc.) may be used for the installation of suspended ceiling, recessed lighting fixtures, fire protection system and supply and return air duct work. The Landlord must approve all methods of attachment to building structural members. All materials above the ceiling attic space shall be non-combustible. (This section does not preclude the use of other ceiling material, combustible or noncombustible, used below the primary noncombustible plane).
2. All tenants will have a maximum ceiling height of 11'-0", unless field verified dimensions allow otherwise. Verification of clearances for ceilings is the sole responsibility of the tenant.
3. Acceptable ceiling materials are listed on page 16 in the Design portion of this Manual.

### **PARTITIONS**

1. Interior walls and soffits shall be framed as follows:
  - a. Demising walls, framing, etc., extend to the underside of the floor or roof deck, are completely sealed to deck, and shall be protected with one sheet of 5/8" fire-rated gypsum board for a one-hour-rated assembly (U.L. #465) and two sheets of 5/8" fire-rated gypsum board for a two-hour-rated assembly (U.L. #411). Demising walls to have a STC rating of 45 (minimum). Landlord to provide metal stud framing for demising walls. Tenant is responsible for applying all finishes to metal studs.
  - b. Walls, framing, etc., which do not pierce the ceiling or extend to the ceiling and are not demising walls must be metal studs. This construction must meet the requirements of the Springfield Township Building code and the Fire Marshall.

### **FLOORING**

1. Acceptable flooring materials in sales areas are listed on page 17 in the Design portion of this Manual. Flame spread and smoke development ratings must meet applicable codes. Certificates shall be furnished to the Springfield Township Department of Inspections, Fire Marshall and Landlord as required.



2. Within upper level Tenant spaces, in areas where an activity may cause wet floor conditions (including restrooms), Tenant must provide floor waterproofing construction consisting of a waterproof membrane and appropriate floor drainage.
3. Exposed concrete within the premises must be sealed.
4. The loads imposed by Tenant, including dead, live and merchandise loads, shall not exceed 100 pounds per square foot. The cost of investigation of Landlord's structure by Landlord's consultant, when required by suspected excessive loading, shall be paid by Tenant.
5. No core drilling, trenching or slab removal may be performed without Landlord's approval.

### **EXPANSION JOINTS**

1. Where an expansion joint occurs within Tenant's leased premises, Tenant is responsible for providing an expansion joint cover both in sales area and in back of house area. Expansion joint cover must allow for movement and be flush with finished floor. Expansion joint should follow through to floors, walls and ceilings.

### **SATELLITE DISH**

1. Cable Television is not available for Tenant use; however, satellite dishes may be provided by the Tenant pending Landlord's approval. Tenant must be responsible for all costs incurred in adding a satellite dish. All satellite hookups must be coordinated through Mall Management.

### **DOORS**

1. Door closers shall be installed on doors that are contiguous to the Tenant's sale area.
2. Tenant service doors, provided by the Tenant, shall be 3'-0" x 7'-0" "C" label hollow metal doors within a one-hour-rated wall, and 3'-0" x 7'-0" "B" Label hollow metal doors within a two-hour-rated wall. Tenant is required at his expense to provide the appropriate sprinkler in the back of house vestibule area. Tenant shall install sprinkler(s) from Mall's corridor system, not the store's own sprinkler system. Tenant's rear door must be installed with the minimum requirement indicated on the following page. Refer to page 29, "Service Door Sign" section for signage requirements. In addition, tenant must finish vestibule area as described below.

Within public back of house corridor vestibules, Tenant must provide at his expense the following finishes:

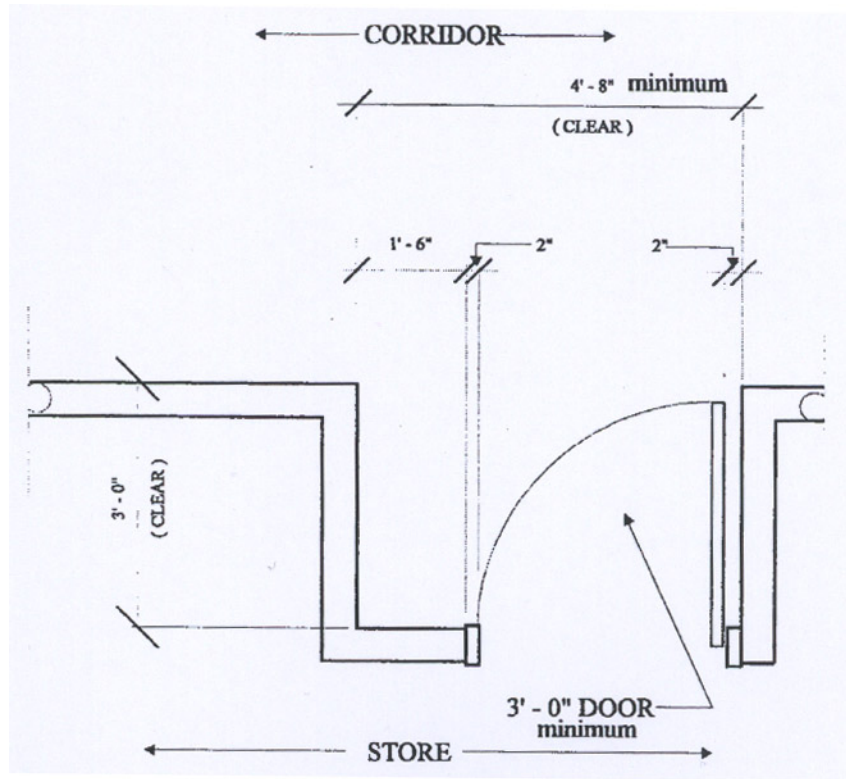
- a. Marble flooring to match flooring in corridor.
- b. Gypsum board ceiling to match ceiling in corridor.



- c. Tile to wainscot height including to match tile in corridor.
- d. Gypsum board walls painted to match corridor walls.

Within non-public back of house corridor vestibules, Tenant must provide at his expense the following finishes:

- a. Sealed concrete floor
- b. Plywood to wainscot height to match plywood wainscot in corridor
- c. Stainless steel edge angle at outside corners of vestibule
- d. Gypsum board walls painted to match corridor walls



## SECURITY SYSTEMS

1. Store security systems for control of shoplifting shall be totally concealed or shall be an integral part of the tenant's store architecture.
2. No freestanding or exposed security devices or detectors will be allowed.



# P R O J E C T I N F O R M A T I O N

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## **APPLICABLE BUILDING CODES**

Tenants will be totally responsible for compliance with applicable codes, ordinances and building classifications for his specific type. Construction means, methods, techniques and procedures will comply with the regulatory agencies and utility companies having jurisdiction for Springfield Township and the Commonwealth of Pennsylvania. All plans and specifications for construction of Tenant space shall conform to all applicable codes and be certified in accordance with the Commonwealth of Pennsylvania laws governing the practice of architecture and engineering. Refer to Project Directory for government approval agencies.

## **TENANT REQUIREMENTS**

### **PROCEDURES**

1. If there are any deviations between the Design Criteria and the Landlord's Lease or Lease Exhibits, the latter shall apply.
2. After receiving the Lease Outline Drawing and prior to starting any design or documentation, the Tenant, Tenant's designer and contractor shall make a detailed inspection of the leased space. It is the Tenant's complete responsibility to verify and confirm all dimensions, clearances and existing conditions within the lease space.
3. Prior to starting construction, the Tenant shall provide complete work drawings and specifications for the construction of the Tenant leased premises for the Landlord's written approval.
4. Tenant construction shall proceed only on the basis of drawings approved by the Landlord and Landlord's receipt of the Tenant's Contractor Insurance Certificate, deposit, list of subcontractors, waiver of lien, and building permit. This approval shall be in writing. Changes made between drawings and actual construction will require alterations to comply with approved drawings. Alterations shall be made at the Tenant's expense. The approved drawings must be at the job site at all times.
5. Tenants shall be responsible for obtaining all necessary approvals and permits.



## **SUBMISSION PROCESS**

### **SUBMISSION 1**

The first submission should be made as soon as Tenant or Tenant's designer has completed conceptual ideas for the store. The purpose of this phase is to acquaint the Landlord with the Tenant's intentions and to ensure compliance with the Design Criteria before the final drawing phase. Preliminary review drawings shall include the following and must be submitted as a total package. (Additional information is encouraged). Drawings shall not exceed 30" x 42" in size.

1. Documentation must be submitted as follows:
  - a. Two sets of black-line prints with load calculation forms and sample board, stabled in sets.
  - b. Specifications shall be on the drawings.
2. Preliminary floor plans (scale 1/4" – 1'-0"), indicating interior design concept and equipment layout including casework.
3. Preliminary reflected ceiling plans (scale 1/4"-1'-0"), indicating ceiling heights and materials and light fixture types and location.
4. Storefront elevations and sections. Locate all major elements and indicate materials and finishes. Submit one entrance elevation in color (scale 1/4" = 1'-0").
5. Details of storefront signs, sections, and material of construction. Indicate letter style and size of graphics including color and methods of illumination.
6. Sample board, 8 1/2" x 11", with all colors and finishes. No plans will be approved without a sample board.
7. Color photo or color graphic illustrations of the storefront.



## SUBMISSION 2

Final review drawings shall incorporate required changes from Submission 1, be of construction document quality, and include the following minimum information. This must be submitted as a total package.

1. Documentation must be submitted as follows:
  - a. Two sets of black-line prints with load calculation forms and sample board, stapled into complete sets.
  - b. Specifications shall be on the drawings.
2. Final floor plans (scale  $\frac{1}{4}'' = 1'-0''$ ).
3. Final entrance elevation and sections.
4. Final details of entrance signs, and approved letter style and size of all graphics from Submission.
5. Final sample boards.
6. Interior finish schedule.
7. Reflected ceiling plans (scale  $\frac{1}{4}'' = 1'-0''$ ) indicating ceiling materials, various heights, location of all light fixtures, their manufacturer's name and catalog number, lamps to be used and mounting (recessed surface, etc.)
8. Interior elevation, sections and details sufficient for construction.
9. Engineering drawings, including mechanical, electrical, HVAC and plumbing.
10. Drawings to be sealed by Architect or Engineer registered in the Commonwealth of Pennsylvania.
11. Mechanical, Electrical, Engineering Data, Calculations, Fan Schedule, Panel Board Layout, Electrical Review Sheets. No plans will be reviewed without these forms.
12. Three sets of sprinkler drawings must be sent to Landlord's insurance underwriter. Refer to Mechanical/Electrical Design Criteria.

**Submit plans to Tenant Coordination for review. Questions are to be directed to Springfield Mall Management Office (refer to Project Directory).**



## **TENANT CONSTRUCTION RULES**

### **BEFORE CONSTRUCTION**

1. Insurance certificates, lists of subcontractors and building permits must be on file with Landlord's Tenant Coordinator prior to commencing construction; this includes fixture contractor, sign contractors and carpeting contractors.
2. Tenant's contractor and plans must be approved by Landlord's Tenant Coordinator.
3. Every contractor and subcontractor must notify Tenant Coordinator at least 48 hours prior to the start of work.
4. Ten (10) working days before construction begins, Tenant contractor must submit a complete work schedule.
5. Tenant's contractor must field verify dimensions, clearances and conditions before ordering material or performing work.
6. Tenant's contractor to have filed Contractor Waiver of Lien forms in county courthouse.
7. The Tenant's General Contractor shall be required to give Landlord a \$2,500 security deposit, in the form of a certified check prior to the general contractor's admittance to the premises and the commencement of demolition/construction/renovation (hereinafter "construction"). Landlord shall not be required to deposit the security deposit into an interest bearing account.
8. There shall be a preconstruction conference with the Landlord's Tenant Coordinator prior to commencement of work.

### **DURING CONSTRUCTION**

During the construction process, Landlord's representatives will inspect the premises to determine whether the construction meets mall standards. Should the construction be 100% complete and meet mall standards, the full amount of the security deposit will be returned. If it is determined that the construction does not meet mall standards, the general contractor will be instructed to make the required modifications before the security deposit is returned. These modifications must be completed within thirty (30) days after Landlord's instructions, to the satisfaction of Landlord. If the modifications are not completed within 30 days, or the modifications are not satisfactory to the Landlord, the Landlord, at its option, may hire an independent contractor to complete the modifications and Landlord will deduct the cost of said modifications from the security deposit and will pay the independent contractor said costs out of the security deposit. A twenty percent (20%) administration charge shall be added to the independent contractor's invoice to reimburse Landlord for its work, which shall also be



deducted from the security deposit. The balance of the security deposit will be returned to Tenant's general contractor.

In the event the total cost of said work by the independent contractor and Landlord exceeds the amount of the security deposit, Tenant shall reimburse Landlord the amount of such total cost which exceeds the amount of the security deposit within thirty (30) days of Tenant's receipt of an invoice therewith. Landlord shall also be permitted to pursue Tenant for collection of said costs pursuant to the terms and conditions of the Lease.

1. Tenant construction personnel will be required to wear identification badges which will include the company name and Tenant they are working for.
2. Tenant construction will be confined to their respective units. This includes equipment tools, materials, etc. At no time will any Tenant unload his materials, tools, etc. into an adjoining unit.
3. Concrete, fill material and miscellaneous construction materials shall be brought into the unit through the service door, not through the Mall. Also, construction personnel will enter and leave the Tenant units by the back service corridor only.
4. Temporary construction barricades shall not extend more than four feet beyond Tenant Lease Line, unless authorized by Tenant Coordinator. In the event that permission is granted to erect a barricade, the Tenant's contractor is responsible for protecting the mall floor from any and all damages. Any damage resulting from poor protection of said mall floors will be rectified at the cost of the Tenant's contractor and said floors returned to their original condition before the unit is permitted to open its doors for business. At a specific time designated by the Tenant Coordinator, prior to Grand Opening, all tenant units will be sealed off from the mall to prevent dust and debris from entering the public Mall area. The cost will be incurred by the Tenant's contractor.
5. Roof penetrations are to be scheduled with the Tenant Coordinator and only done by the mall's roofing contractor.
6. Before erecting any scaffolding in the Mall area for the installation of storefront systems and/or sign work, Contractor must clear work scope with Tenant Coordinator so as not to interfere with mall construction sequence. Tenant's contractor is responsible for protecting mall floor from any damages resulting from scaffolding or lifts. Any damages resulting will be rectified at the cost of the Tenant.
7. Cleanup. Tenant shall maintain the premises and the Common Areas adjoining the same in a clean and orderly condition during construction. Tenant shall promptly remove all unused construction materials, equipment, shipping containers, packaging debris and waste from the building site, and deposit it in the back of Tenant's store or, at Landlord's option, in receptacles provided by Tenant. Tenant shall contain all construction materials, equipment, fixtures, merchandise, shipping containers and debris within the premises. Malls, courts,



arcades, public corridors, service corridors and the exterior of the Building shall be clear of Tenant's equipment, merchandise, refuse and debris at all times. Trash storage within the premises shall be confined to covered metal containers.

8. Compliance with O.S.H.A. safety regulations will be mandatory.
9. No materials shall be brought through the Mall without special permission from Tenant Coordinator.
10. Nothing is to be stored in truck dock areas for any reason, at any time. This area is reserved for vehicles that are loading or unloading. Any vehicle parked in truck docks (or access roads) other than those loading or unloading will be towed away. No tools, equipment, gang boxes, etc. will be allowed in dock areas and will be removed and labor charges back charged to Tenant at the rate of \$30 per man hour.
11. Roof/floor penetrations and alterations to structural steel will be scheduled with Tenant Coordinator before actual work begins.
12. Neutral piers will be protected during Tenant unit construction and any damage resulting from poor protection of said piers will be rectified and said piers returned to their original condition before the unit is permitted to open its doors for business.
13. Contractors and their personnel will park only in areas designated by Tenant Coordinator.
14. A full set of permit drawings, approved by Tenant coordinator, will remain on the job at all times, in good condition.
15. Access to the roof shall be through mall back of house stairs and shall be coordinated with mall management.
16. Entire storefront construction must be approved by Landlord prior to removal of barricade.



## **INSURANCE REQUIREMENTS**

Please contact your insurance carrier, and have them forward to Springfield Associates an Insurance Certificate. The following should be named as additional insured on the certificate and should automatically be notified of revisions or renewals:

1. PR Springfield/Delco, Limited Partnership
2. KS Springfield, Limited Partnership and Members  
c/o PREIT-Rubin, Inc.

## **OCCUPANCY PERMITS, LIEN WAIVERS AND BUSINESS LICENSES**

Upon completion of construction and prior to opening for business, Tenant will be responsible for obtaining:

1. Certificate of Occupancy
2. Lien waivers from all contractors and suppliers
3. Tenant lien waiver and affidavit
4. Business licenses



## **TEMPORARY UTILITIES AND SERVICES**

### **TELEPHONE**

Coordinate with local phone company for access to these facilities.

### **WATER**

Water will be available through Philadelphia Water Company.

### **SECURITY**

Landlord has roving Loss Prevention Officers on site. However, Tenant shall be solely responsible for securing the premises and all property in the premises.

### **TRASH**

Tenant must remove trash from premises daily as designated by Landlord during preconstruction conference with Operations Manager.

### **SPRINKLER**

If required to drain down sprinkler system, contractor to notify management 24 hours prior to work to coordinate with all authorities. Sprinkler system to be reactivated as required. There will be a \$150 charge per occurrence.

### **GENERAL NOTES:**

An exception to the above rules and regulations must be accompanied by express written permission signed by Mall Manager or Project Manager. These rules will be strictly enforced and a record of all back charges will be immediately sent to Tenant and Contractor.