



WCAA North Terminal Tenant Design Criteria Manual (TDCM)

Detroit Metropolitan Wayne County Airport

March 16, 2010

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

SECTION 0001 – PROJECT DIRECTORY

Landlord:

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

Concessions and Quality Assurance-Retail

Contact: Greg Hatcher, Deputy Director,
Tel: 734-942-3663
Fax: 734-247-3682
E-Mail: greg.hatcher@wcaa.us

Concessions and Quality Assurance-Food and Beverage

Contact: Maureen McAlinden,
Assistant Director,
Tel: 734-942-3730
Fax: 734-247-3682
E-Mail: greg.hatcher@wcaa.us

Aviation Services

Contact: Joe Cambron, Director
Tel: 734-955-5735
Fax: 734-247-7342
E-Mail: joe.cambron@wcaa.us

Project Reviews/Airport Permits

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

Terminal Building Architects:

Gensler Architecture, Design &
Planning P.C.
One Woodward Avenue
Suite 601
Detroit, MI 48226

Tel: 313-965-1600
Fax: 313-965-8060

SECTION 0002 – DEFINITIONS

AIRSIDE

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

AIRLINE AGREEMENT

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

BASE BUILDING

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

CLOSURE LINE

Line of storefront entrance door (sliding, rolling, swing) in its closed position. Swinging doors must not swing across Tenant's Agreement line.

CONCESSIONS AGREEMENT

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

CONCESSIONS AGREEMENT LINE (C.A.L.)

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

CONCOURSE

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

DESIGN CONTROL ZONE

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

DEMISING WALL

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

WCAA

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

HOLDROOM

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

LANDLORD

The WCAA, governing airport authority or its designated representative.

LANDSIDE

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

L.O.D

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

PUNCHLIST

A list of deficiencies, prepared by the WCAA or its designated representative. See Section 6000, Article 2.21.

PREMISES

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

TDCM

The Tenant Design Criteria Manual.

TERMINAL

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

SECTION 1000 – DESIGN GOALS AND CONCEPTS

1. Introduction – Terminal Purpose and Identity

The North Terminal Redevelopment Project is a multifaceted project for Detroit Metropolitan Wayne County Airport. The new terminal is to act as the replacement facility for the aging Davey and Smith Terminals and the new home for carriers currently housed in the Smith Terminal. The new North terminal will provide 26 gates serving 2 Group V, 5 Group IIIa and 19 Group III aircraft. In addition to the new enhanced domestic operations, new 'swing' gates will provide major improvements to the international passenger service and support facilities. Improvements to ticketing, holdrooms, baggage handling, baggage claim, security and passenger comfort are also inherent in the new design for the North Terminal. Major enhancements to the concessions and duty free areas for the terminal will provide opportunities for revenue potential as well as enhanced customer service.

2. Tenant Design Guidelines

The architectural expression is practical and simple and planned to support the interior style and feel of this modern facility. Natural daylight at clerestory locations across from vision glass at the holdrooms and the expression of the structural framing is consistent with the curbside image. Terminal and concessions design emphasizes the building modularity and color repetition to create intuitive wayfinding and highlight passenger services.

The design of storefronts and concession spaces should strike a balance between variety and consistency. The design of all concession spaces must be respectful of the terminal architecture and consistent with the proposed design guidelines and criteria as indicated in this manual.

3. Tenant Program Design Goals

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

- To create and enhance design responses that supports the Design Guidelines.
- To create top quality design from all Tenants, consistent with the overall design themes established and appropriate for the Airport.
- Create tenant spaces which communicate a unique, distinctive and memorable image.
- To creatively plan tenant spaces that are compatible with the airlines and airport operational requirements and with passenger convenience. Concessions should be operationally efficient and demonstrate innovative in-unit storage whenever possible.
- Create tenant spaces which complement the architectural qualities of the airport and are compatible with adjacent tenancies.

SECTION 2000 – GENERAL PROCEDURES

1. Intent of This Manual

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

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

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

2. Reference Documents

The TCDM is to be read in conjunction with:

- The Airline or Concessions Agreement (hereinafter referred to as the Agreement) and in particular Schedule C thereof
- City of Romulus Plan Review and Building Permit
- WCAA Construction or Alteration Permit Application and requirements
- Wayne County Health Department requirements.
- Relevant TSA and WCAA Security Plan

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

- 2006 Michigan Building Code;
- 2006 International Fire Code;
- 2006 Michigan Mechanical Code;
- 2006 Michigan Plumbing Code;
- 2005 Michigan Electrical Code;
- Federal, state and local regulations, laws and ordinances;
- Most current edition of NFPA 1 Fire Prevention Code;
- Most current edition of NFPA 101 Life Safety Code;
- Most current edition of NFPA 409 Aircraft Hangars;
- Most current edition of NFPA 415 for Construction and Protection of Airport Terminal Buildings, Fueling Ramp Drainage and Loading Walkways;
- Most current edition of NFPA 2001 Clean Agent Fire Extinguishing Code;

- Other referenced NFPA codes and standards as directed by the A. H. J.;
- FAA and TSA requirements;
- Wayne County Airport Standards;
- Michigan Department of Transportation requirements; and
- Most recently amended ADA Accessibility Guidelines for Buildings and Facilities (ADAAG).

NOTE: These codes and standards are minimum requirements, and additional requirements may be mandated by the AHJ.

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

3. Landlord's Representation and Design Review

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

Concessions:

Attention: Greg Hatcher
 Deputy Director, Concessions
 Wayne County Airport Authority
 L. C. Smith Terminal-Mezzanine
 Detroit, Michigan 48242

Telephone: 734-942-3663
 Fax: 734-247-3682
 Email: greg.hatcher@wcaa.us

Aviation Services:

Attention: Joe Cambron
 Director, Aviation Services
 Wayne County Airport Authority
 L. C. Smith Terminal-Mezzanine
 Detroit, Michigan 48242

Telephone: 734-955-5735
 Fax: 734-247-7342
 E-mail: joe.cambron@wcaa.us

Design review will be conducted, by WCAA. Questions regarding Design Review items shall be directed to the WCAA as indicated below:

Planning, Design and Construction:

Attention: Mike Rudzinski, AIA NCARB
 Airport Project Architect
 Detroit Metropolitan Wayne County Airport

L. C. Smith Terminal – Mezzanine
Detroit, MI 48242
Telephone: 734-247-7371
Fax: 734-247-7138
Email: mike.rudzinski@wcaa.us

4. Permits, Fees and Approvals

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

- 4.9. The Tenant must obtain relative written authorization from WCAA Airline Services or Concessions to open the Premises. The requirements of paragraphs 4.6, 4.7 and 4.8 are prerequisites of any such authorizations.

5. Assurance of Professional Design Documentation and Field Review

The Tenant's design team shall provide evidence, satisfactory to the WCAA, of professional services throughout the design, documentation and field review stages of the work. All submittals including construction documents and "as-builts" must be signed and sealed in accordance with Michigan PA 299 of 1980 (sealed by a licensed professional in the State of Michigan).

6. Base Building Drawings for Tenant Use

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

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

7. Tenant Request to Modify the Base Building

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

8. WCAA Authorization of Base Building Modifications

- 8.1. Work required on behalf of the Tenant or to accommodate the Tenant's design requirements to base building can be completed only after written approval has been issued by the WCAA.
- 8.2. The Tenant shall pay costs for such work, following completion of the work by a WCAA approved contractor.
- 8.3. The WCAA, in its sole discretion, may require the Tenant to provide an irrevocable Letter of Credit as security against all of the Tenant's obligations for work performed to the base building.
- 8.4. Under no circumstances will the Tenant's contractor be permitted to make modifications to the base building systems without prior written approval from the WCAA.
- 8.5. Occupancy shall not be permitted until the work is completed to the satisfaction of the WCAA, fully paid by the Tenant; approval by all/any authority having jurisdiction, and a Certificate of Occupancy (C of O) has been issued by the City of Romulus.

9. Safety and Security

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

10. Working in the Airport

- 10.1. Tenant's representatives, design team and contractor shall recognize that their work may be conducted in an operating airport terminal, the functioning of which may not be disrupted for any reason. The WCAA reserves the right to stop the Tenant's Work at any time, for any reason the WCAA deems necessary to maintain the operation, standards or requirements of the Airport.

- 10.2. Tenant representatives, design team and contractors who will be working in any area of the airport are required to obtain an Employee Access Control Photo ID Badge. Forms shall be filled in and be completed and returned. See Section 6000, Article 1.2 for additional information.
- 10.3. If the Tenant and/or its consultants require access to a space not currently being utilized or operated by the same Tenant, prior approval must be obtained for access to that space. The Tenant must request, from the WCAA or its designated representative, access to the space a minimum of 48 hours prior to desired time of access.
- 10.4. For additional information on working in the Airport see Section 6000, Construction Regulations.

11. Tenant's Checklist

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

SECTION 3000 – TENANT DESIGN SUBMISSION REQUIREMENTS

1. General

- 1.1. Preparation and submission of drawings, samples, and specifications for the fixturing of the Premises, for the WCAA's review, must be in accordance with Section 2000 General Procedures, this Section and as set out in the Agreement.
- 1.2. The design and submitted documents and material shall be prepared by design professionals registered to practice in the State of Michigan, examples of whose previous design work shall be of a standard acceptable to WCAA at its sole discretion.
- 1.3. For the benefit of the Tenant's team, attention is drawn in particular to the non-combustible classification of the building; related flame spread ratings and smoke development classification of material and the seismic restraint of construction components. The Tenant if requested by the WCAA shall provide documentation demonstrating compliance with these requirements.
- 1.4. WCAA drawings of the Premises will be provided for the Tenant's information in accordance with Article 6, Section 2000 of this document.
- 1.5. Tenant documentation is described in Article 3 of this section, Submission Documentation, and shall be as follows:
 - Drawings in 24"x36" format (unless otherwise approved by the WCAA) at the following scales:
 - Key plans; 1/32" = 1'-0".
 - Floor plans, reflected ceiling plans, merchandising plans, interior elevations, sections and related details, 1/4" = 1'-0".
 - Flow diagrams and adjacency plans at 1/8" = 1'-0".
 - Storefronts, signage, logos and lettering, in elevation, section or detail; 1/2" = 1'-0".
 - Material samples on minimum 11" x 17" size boards, complete with legend.
 - Color renderings on minimum 11" x 17" stock.
- 1.6. Unless otherwise required in this document or by the WCAA, all submissions shall include:
 - Six (6) full size blackline or photocopied sets.
 - Four (4) half size blackline or photocopied sets.
 - Original material sample board shall be submitted with two (2) full-size color photocopies. All renderings shall be submitted in duplicate, ten (10) copies.
 - Drawings may be TIFF Group 4 or PDF files (HPGL/2 plot files if the required conversion fee is paid to WCAA).
 - Specifications, reports or other documents may be in TIFF Group or PDF format.

- 1.7. Where CAD documentation is prescribed by Article 3 of this Section, all drawings shall be submitted in conformance with the following Detroit Metropolitan Wayne County Airport standards:
- One (1) set of AutoCAD 2005 format drawing files submitted on compact disk(s) in accordance with the following requirements:
 - Layering must conform to AIA CAD Layering Guidelines and be submitted to the WCAA for approval.
 - All fonts, blocks, external reference files (x-refs), raster images, line styles or other CAD drawing elements resident in the CAD files must be included with the CAD files.
- 1.8. See Item 3 of this section for all submittal requirements.

2. Submission Schedule (See Diagram 2.0)

The following is an example of a construction project at the airport. Actual days of development may vary by contract.

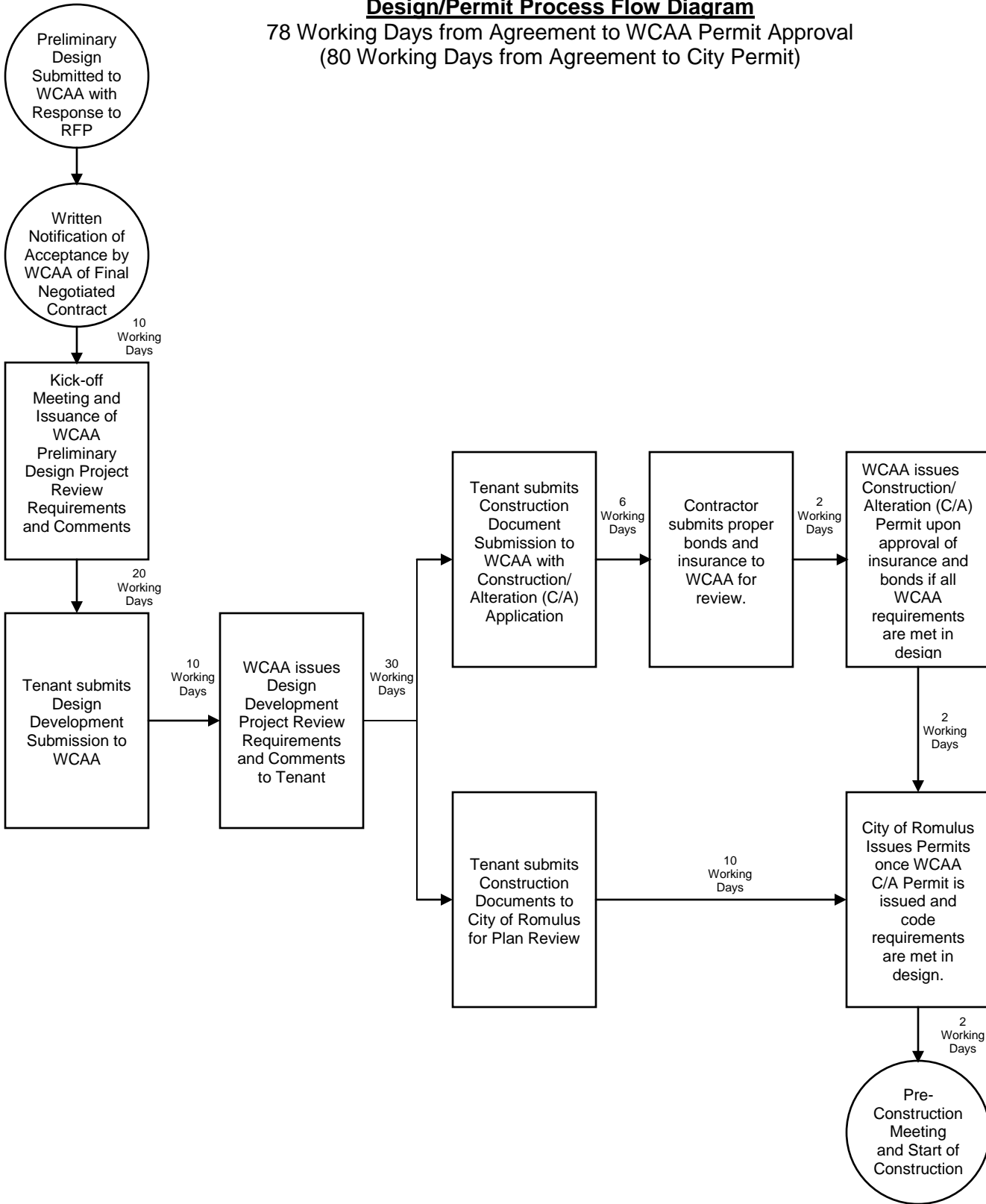
- 2.1. Within ten (10) working days of the WCAA's written notification of this acceptance of a final negotiated Agreement, a "Kick-off" meeting shall be convened to review the WCAA design guidelines and the preliminary design. During this start-up meeting, the project schedule and WCAA's Project Review requirements and comments to "Preliminary Design" submission will be discussed. What follows below is the standard timeline; in order to meet opening dates, this schedule may need to be compressed.
- 2.2. Within twenty (20) working days of the "Kick-off" meeting the Tenant's receipt of response to "Preliminary Design" submission, the Tenant shall submit its proposed "Design Development" as set out in paragraph 3.2 of this section, for the WCAA's review. The Tenant's "Design Development" submission shall include revisions to and incorporate the WCAA's Project Review requirements and comments on the "Preliminary Design."
- 2.3. Within ten (10) working days after WCAA receipt of the "Design Development", the Tenant will receive "Project Review" requirements and comments from WCAA. Received requirements and comments shall be incorporated into the Tenant's next design submission.
- 2.4. Within thirty (30) working days of the Tenant's receipt of the WCAA's response of the Tenant's "Design Development", the Tenant shall prepare and submit "Construction Documents" for review, as set out in paragraph 3.3 of this section. This submittal must include the "Construction or Alteration (C/A) Application" form, and should be submitted to the City of Romulus for plan review simultaneously.
- 2.5. Within six (6) working days after submission of "Construction Drawings" submittal, the contractor must submit proper insurance and bonds to the WCAA for review and approval.

- 2.6. Within two (2) working days after the submission of proper contractor insurance and bonds, the WCAA will be able to release a "Construction or Alteration Permit" and its "Conditions of Approval" provided all WCAA requirements have been met in the design. This permit approval must be presented to the City of Romulus to obtain the City Permits.
- 2.7. Within ninety (90) calendar days of the Tenant's notice of completion to the WCAA, the Tenant shall submit to the WCAA complete as-built documentation as described in paragraph 3.4 of this Section.

Diagram 2.0

Design/Permit Process Flow Diagram

78 Working Days from Agreement to WCAA Permit Approval
(80 Working Days from Agreement to City Permit)



3. Submission Documentation

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

3.1. Preliminary Design Submission

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

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

3.2. Design Development Submission

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

The following indicates the minimum requirements of the "Design Development Submission":

- Key Plan showing the location of Premises within the Terminal.
- Floor Plan(s) showing interior design including materials and finishes and concept for securing the premises when closed.
- Reflected Ceiling Plan(s) showing ceiling materials, various heights, location and type of all light fixtures.
- Storefront elevations, interior elevations, wall sections. Storefront elevation must illustrate all graphics, signage, materials and finishes.
- Mechanical, electrical and plumbing plans, schedules and details including base building modifications.
- Sample board of proposed materials, colors, finishes and furnishings.
- Fixture cuts of all proposed lighting, furnishings, diffusers, grilles, sprinkler heads, smoke detectors, and accessories.

3.3. Construction Document Submission

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

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

3.3.1. General

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

3.3.2. Architectural

- Title Page including the drawing index, use group of project, type of construction, occupant load, required exits and egress details.
- Key Plan showing location of the Premises within the Airport.
- Floor Plan(s) indicating closure locations of partitions and type of construction, placement of fixtures, furnishings, floor patterns, material selections, storage and washroom locations (if any).
- Reflected Ceiling Plan(s) showing ceiling materials, various heights, and location of all light fixtures, diffusers, grilles, smoke detectors and sprinkler heads.
- Interior wall elevations, sections and details sufficient for construction.
- Storefront Elevation showing ceiling materials, various heights, location of all light fixtures, signage and emergency exit(s).
- Sign, logo and lettering details showing elevations and section views, letter style and size, all colors and materials, methods of illumination, installation, color of illumination and voltage requirements. Designs shall be complete as part of the working drawing submission. Design-build signage arrangements will not be accepted.
- Specifications, interior finish and color, door, windows and hardware schedules.
- Confirmed fixture cuts of all lighting, and plumbing fixtures including manufacturers' name, catalogue number, catalogue cut, lamp types, mounting and custom designs.
- Details of securing the Premises when closed.
- Tenant barricade wall and dust control plans in conformance with WCAA standards; see Exhibit C.

3.3.3. Structural (if applicable)

- Drawings and specifications for fixturing or construction applying typical point loads to the base building structure.
- Drawings indicating size and location of all intended floor or roof penetrations.
- Drawings to show all required maintenance platforms to be installed for equipment mounted above the ceiling structure of the space.

3.3.4. Heating, Ventilating and Air Conditioning

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

3.3.5. Plumbing (if applicable)

- Floor plan of services.
- Specifications and fixture cut sheets.
- Venting requirements.
- Riser diagrams.

3.3.6. Sprinklers and Fire Protection

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

3.3.7. Electrical

- Floor plan showing electrical requirements.
- Single line distribution diagram.
- Fixture schedule showing quantity and watts for each fixture.
- Special lighting.
- Specifications and fixture cuts.
- Total electrical demand and connected loads, service location and size of transformer (if required).
- Completed table of electrical loads.
- Complete telecommunication drawings illustrating all system integration including Point-Of-Sale (POS), security equipment and Satellite Television (SATV) connections.

3.3.8. Post Construction Submissions

The following items are to be submitted post construction:

- A. Complete and accurate as-built drawings signed by the contractor/builder of all work provided within the Premises as well as any work performed to the base building. "As-Built" submissions shall include:
- One (1) full size hard copy set (CAD drawings and bound plain paper specifications);
 - One (1) set of drawings reduced to 11" x 17" format;

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

SECTION 4000 – DESIGN CRITERIA AND TECHNICAL REQUIREMENTS

1. General

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

2. Base Building

- 2.1. The items indicated below will be provided by WCAA at the WCAA's expense unless otherwise specified in Schedule C of the Agreement:
 - 2.1.1. Exposed steel structure to Tenant space or open to above, depending on location.
 - 2.1.2. Concrete floors (single-plane, smooth finish, to receive Tenant's floor finish).
 - 2.1.3. Metal stud demising walls and walls dividing the Premises from a common area space, rear or exterior walls unless otherwise noted on the L.O.D. or in the Agreement. 5/8" type X gypsum board will be installed and finished and painted on the common areas side only except as otherwise required to meet base building code requirements.
- 2.2. The items indicated below will be provided by the Tenant unless otherwise directed by the WCAA in writing:
 - 2.2.1. Construction barricade walls are to be provided by the Tenant. These structures will consist of metal framed, 5/8" Type X Drywall, finished and painted white with an approved vinyl base material. Installation of this barricade and removing it must be done after hours. Construction doors

should open into construction space with a cipher lock. See WCAA Inspector for barricade wall projection limitations in passenger movement areas.

- 2.2.2. Additional demising walls separating tenant spaces within a concession area must be constructed from the floor slab to the underside of the roof deck above.
- 2.2.3. Storefront bulkhead in specific locations only per WCAA supplied drawings.
- 2.2.4. Storefront neutral pier/demising cap at each demising wall where applicable.
- 2.3. The Tenant is referred to Section 2000, articles 7 and 8 for provisions regarding the alteration of base building elements.

3. Design Control Zone (where applicable)

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

4. Architectural

4.1. General Design Guidelines

Tenant space design in an airport differs from standard tenant space design in several key ways.

- 4.1.1. Store aisles must be of adequate width to accommodate luggage carts along with shoppers on foot and wheelchairs in accordance with relevant building codes and standards.
- 4.1.2. An area must be provided inside the concession space for customers to line up at the cash wrap. Lines of customers extending into the concourse will not be accepted.
- 4.1.3. Trash receptacles, backs of counters, cash wraps or display cases along any glass walls are unacceptable. Trash receptacles must not be visible from the concourse.
- 4.1.4. As the number of deliveries from the lower storage areas is limited, tenants are encouraged to provide sufficient storage space inside their premises necessary for daily operational needs.

4.2. Interior Finishes and Materials

4.2.1. General

- 4.2.1.1. The Tenant shall provide interior partitioning, painting and decorative floor coverings, store fixtures and furnishings as accepted by the WCAA. All Tenants proposed finishes are subject to WCAA review and approval. The WCAA reserves the right to reject any Tenant proposed finishes and materials that in the WCAA's opinion are considered to be in aesthetic conflict with the base building finishes, and/or adjacent approved Tenant finishes.
- 4.2.1.2. All work by the Tenant within the Premises shall be completed with new materials. All materials and workmanship shall be of a uniformly high quality and performed in accordance with the very best standards of practice (in any event not less than WCAA's base building standards).
- 4.2.1.3. Any damage to the Premises or the Building caused by the Tenant or any of its employees, contractor(s) or construction worker(s) shall be repaired forthwith by and at the expense of the Tenant.
- 4.2.1.4. Food preparation areas are required to have an under-floor moisture barrier and the flooring must be impervious, slip resistant material as well as being in accordance with Wayne County Health Department requirements.
- 4.2.1.5. Airport finishes are subjected to substantial abuse and must be selected accordingly. Only high quality durable finishes will be accepted. The extensive use of luggage carts must also be considered. Any material between 0 and 12" above finish floor is susceptible to luggage cart damage and must, therefore, be very durable. Plastic laminate will not be permitted in this zone.
- 4.2.1.6. Base building is not designed to accept thickset floor materials.
- 4.2.1.7. Removal of base building slab is not permitted. All floor material transitions must comply with all relevant building codes and standards.
- 4.2.1.8. Any transitions in floor level shall not exceed 2% in slope and shall only occur at the interior side of the Tenant's closure line. The closure line is defined as the line of the Tenant's storefront in the closed position.

4.2.2. WCAA Base Building Finishes:

- 4.2.2.1. Ceiling – Suspended acoustic ceiling, painted metal deck, painted gypsum board.
- 4.2.2.2. Flooring – Thinset epoxy terrazzo, ceramic tile or carpet.
- 4.2.2.3. Neutral Pier – Brushed stainless steel base, impact resistant wall panels, and painted gypsum board.
- 4.2.2.4. Bulkheads – Painted steel, painted drywall, or pre-finished aluminum grille.
- 4.2.2.5. Columns – Brushed stainless steel, and/ or impact resistant wall panels with painted gypsum board.
- 4.2.2.6. Columns – Brushed stainless steel, and/ or impact resistant wall panels with painted gypsum board.
- 4.2.2.7. Other – glass curtain wall, painted metal panels, brushed stainless steel, high-pressure laminate wall panel system, laminated glass wall-cladding system.

4.2.3. Acceptable Material Within The Premises:

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

- 4.2.3.1. Glass – etched (sealed), sandblasted (sealed), tinted, clear, glass block.
- 4.2.3.2. Wood – natural, stained, painted.
- 4.2.3.3. Metals – powder coated or stainless steel, bronze, copper, brass, light bronze, anodized or painted aluminum, perforated, gun metal.
- 4.2.3.4. Tile – a variety of quality glazed and unglazed thinset type tiles.
- 4.2.3.5. Natural Stones.
- 4.2.3.6. Manufactured Stone, including Quartz counter surfaces.
- 4.2.3.7. Plastic Laminates – solid colors, acceptable decorative patterns; wood grained laminate will be evaluated on a case-by-case basis.
- 4.2.3.8. Solid surface materials – e.g., Corian or equal upon WCAA approval.

4.2.3.9. Ceilings – see paragraph 4.3.

4.2.3.10. Automotive Paints.

4.2.4. Unacceptable Materials Within the Premises:

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

4.2.4.1. Artificial versions of stone, marble, tile, wood or other natural material (wood grained laminate will be evaluated on a case by case basis).

4.2.4.2. Brick or simulated brick.

4.2.4.3. Indoor/outdoor carpet.

4.2.4.4. Any material that would constitute a fire and/or public hazard.

4.2.4.5. Any material that, in the WCAA's opinion, is of low quality, non-durable and/or difficult to maintain.

4.2.4.6. Fluorescent / reflective paint or finishes.

4.2.4.7. Vinyl tile or sheet vinyl within the sales areas.

4.2.4.8. Pegboard walls or fixture systems.

4.2.4.9. Metal linear ceiling systems.

4.2.4.10. Acoustic tile ceilings other than as described in paragraph 4.3.

4.2.4.11. Exposed ducts, conduits, pipes and other mechanical and electrical equipment in any area open to public view (this will be evaluated on a case-by-case basis).

4.2.4.12. Security alarm tape on storefront windows.

4.2.5. WCAA approved finish materials are to be extended along demising wall(s) and/or soffit where exposed to the common area at the Tenant's expense.

4.2.6. Showcases or displays shall be in an approved material and shall be internally illuminated.

- 4.2.7. Base building is not designed to accept thickset flooring materials. Removal of base building slab is not permitted. All floor finish transitions shall comply with ADA.

4.3. Ceiling Construction and Access

- 4.3.1. The Tenant's ceiling membrane may be constructed of concealed spline acoustic tile, drywall, plaster, or other materials approved by the WCAA. Exposed grid suspended ceilings in areas exposed to public view will be evaluated on an individual case basis. Any accepted exposed grid should have a 9/16" 'T' or slot grid installed in a 2' x 2' configuration. Color of grid and tile shall match. Suspended ceiling tile must be fine textured with at least a tegular edge.
- 4.3.2. There shall be no combustible materials in the ceiling space. Ceiling design shall incorporate access to all ceiling-mounted WCAA and Tenant equipment requiring inspection and maintenance. The Tenant's designer shall determine the required sizes and locations for access points.
- 4.3.3. The minimum ceiling height permitted within Tenant spaces shall be 10'-0" above finished floor unless otherwise restricted by existing conditions or approved by WCAA.
- 4.3.4. Maintenance platforms for equipment mounted above ceiling structures must be completely concealed with access panels located in the back of house area(s).

4.4. Entrances and Storefronts

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

4.4.1. General

- 4.4.1.1. Typically, the Tenant's storefront is to be located on the Agreement lines, however where the Closure Line is set back, the WCAA may require the base building finishes to be carried in to the Closure Line at the Tenant's expense. At the WCAA's option the WCAA may supply and install such finishes, or approve such work for installation by the Tenant.
- 4.4.1.2. Tenants are discouraged to create "show windows" within their storefronts because of the limited concourse width and its impact on passenger flow.
- 4.4.1.3. The minimum acceptable width of any storefront entrance is 6'-0".

- 4.4.1.4. All storefront entrance doors shall occur on or behind the Agreement line. Swinging doors must not swing across Tenants Agreement line.
- 4.4.1.5. In the case of stores where the storefront or kiosk is composed of counters, the Tenant must provide self-locking counters or secure sliding or roll down grilles or shutters.
- 4.4.1.6. A minimum of 70% of the storefront, measured in clear storefront opening square feet shall be made transparent. Transparency can be achieved by providing a combination of open entry and window glazing creating open views into the Tenant space, as well as the use of glazed window displays. Maximum open entry is encouraged while maintaining a strong storefront identity.

Exception: the transparency of storefronts may be reduced upon written approval from the WCAA Division of Planning, Facilities Management and Construction

- 4.4.1.7. Display pedestals or freestanding storefront elements are acceptable, provided they are within the Premises and adhere to the parameters set forth in this manual.
- 4.4.1.8. No surfaces or projections potentially hazardous to the terminal's pedestrian traffic may be used. Tenants without a rear exit may require a storefront egress door in addition to any sliding doors provided, to suit code requirements.
- 4.4.1.9. Tenants without a rear exit may require a storefront egress door to meet code requirements for egress.
- 4.4.1.10. The Tenant acknowledges that base building stud and drywall demising walls are not designed to support wall-mounted fixtures.
- 4.4.1.11. Storefront signage elements may project up to 12" beyond the L.O.D. within the defined sign band only (see Section 13.1) and must be approved by the WCAA.
Exception: blade signs as defined in Section 4000 Article 14.22.

4.4.2. Acceptable Storefront Materials and Closure Types.

The following storefront materials and closure types are acceptable:

- 4.4.2.1. Solid swing or sliding doors of approved material.
- 4.4.2.2. Swinging frameless glass doors on bottom rail and top patch pivots.
- 4.4.2.3. Sliding glass doors: When open, these shall be stored in an enclosed space(s) concealed to the passerby. In the case where

showcases extend beyond the store closure, sliding doors may be stacked behind the showcase and used as the back of the showcase during business hours.

- 4.4.2.4. Sliding Grilles: Sliding grille storefront finishes are subject to WCAA approval and will be evaluated on a case-by-case basis. Configuration to consist of vertical lattice curtain pattern on 2" centers with connecting horizontal links with #204R1 clear anodized finish. Lock keyed to WCAA standard. Grilles shall be complete with emergency exit doors if required by code. Grille assembly to be self supported without reliance on the base building structure.
- 4.4.2.5. Overhead coiling grilles storefront finishes are subject to WCAA approval and will be evaluated on a case-by-case basis. Straight lattice curtain pattern with horizontal rods at 2" centers and vertical rods at 9" centers. #4 clear anodized finish. Motorized. Lock keyed to WCAA standard. Electric safety edge and interlock switch. Grille assembly to be self supported without reliance on the base building structure.
- 4.4.2.6. Wood storefront closures, trim and fittings are subject to the code limitations applicable to non-combustible buildings. Finishes are subject to the approval of the WCAA.
- 4.4.2.7. The WCAA encourages the maximum use of clear frameless glass as a storefront material. Edges of the joints for frameless glazed storefronts shall be ground, polished and sealed with clear silicone sealant. Black or tinted silicone sealants will not be accepted.

4.4.3. Acceptable Materials for Ticketing Areas

Ticketing area materials visible to the public as provided for in base building design. Refer to Section 4000, Article 4.2.2 WCAA Base Building Finishes. All modifications or additions are subject to WCAA approval.

4.4.4. Acceptable Materials for Baggage Service Areas (BSO)

BSO materials visible to the public are subject to the Design Guidelines listed in Section 4000, Article 4 and WCAA approval. Public entrance storefronts as provided for in base building design. All modifications or additions are subject to WCAA approval.

5. Structural

- 5.1. Core drilling and/or cutting of floors and or walls may be required for tenancies needing plumbing and/or additional mechanical HVAC provisions. Under no circumstances shall the Tenant or its contractor(s), at any time be permitted to drill, or cut conduit, pipe sleeves, chases, or duct equipment openings in the floor, columns, walls or roofs of the

structure without prior review and acceptance of the proposed locations and sizes by the WCAA and Base Building structural consultant. If any utility or service is damaged, it must be repaired immediately at the contractor's expense. The WCAA consultant's fees for these reviews are at the Tenant's expense. The WCAA may, at its option, perform the work at the Tenant's expense.

- 5.2. Under no circumstances shall the Tenant, its employees, or its contractor(s) enter onto any roof or steel deck of the Building, or make any opening in the roof without the prior written approval of WCAA.
- 5.3. The Tenant shall retain the services of a structural engineer, licensed in the State of Michigan, at the Tenant's expense to analyze the load imposed by any required new roof-mounted equipment on the existing base building structural system. The Tenant shall provide roof structural reinforcement, roof opening framing and support curbs required for all new roof-mounted equipment. Approval by the WCAA is required for all roof-mounted equipment.
- 5.4. Authorized roof mounted equipment cannot project any higher than 24" above the roof surface and must be at least 36" away from all roof edges.
- 5.5. The Tenant and its contractor(s) shall not impose a greater load on any concrete floor than the design live load of 100lbs per square foot or point loads approved in writing by the original Base Building structural consultant. No unusual loads may be suspended from the underside of the roof structure without the original Base Building structural consultant's prior written approval. The consultant's fees for these reviews are at the Tenant's expense.
- 5.6. No electrical wiring or conduit will be permitted through or under the main floor slab without written approval by the WCAA.

6. Heating Ventilation and Air Conditioning Equipment

- 6.1. HVAC systems serving the Premises will be maintained and operated by the base building Operation and Maintenance (O&M) provider. Should the Tenant's design require additional capacities than those provided under WCAA work, it shall be carried out by the Tenant's contractor at Tenant's expense and be in accordance with Articles 7 and 8 of Section 2000 in this manual.
- 6.2. Design criteria governing the WCAA's equipment:
 - 6.2.1. Interior Air Temperatures
 - Winter: +72° F (+22 C)
 - Summer: +75° F 40-60% RH (+24 C)
 - 6.2.2. Fresh Air: Minimum 0.2 CFM (1.01 L/sec/m²) per square foot or floor area.

- 6.2.3. Ventilation Rate: 20 CFM/person (9.5 L/sec), outdoor air supply therefore 0.5 CFM (2.53 L/sec/m²).
- 6.2.4. Smoking lounge ventilation to be in accordance with Section 4000 item 6 in this manual.
- 6.3. Cooling equipment in the Tenant's space will be in the form of variable air volume terminals or fan coil units if required. Each will provide cooling for solar transmission, lighting, miscellaneous electrical and people loads.
- 6.4. The WCAA will leave a temperature sensor line coiled in ceiling space. The Tenant is responsible for all control wiring, and power wiring from the Tenant's electrical panel.
- 6.5. Duct distribution in the Premises shall be designed and installed by the Tenant at their expense.
- 6.6. Exhaust fans, shafts and related ductwork required for food court and restaurant Tenants shall be the responsibility of the Tenant in accordance with Schedule C of the Agreement. Units must be located in the Tenant's space, in an approved mechanical room and can only be located on the roof if approved by the WCAA. New equipment shall not exceed the height of the existing equipment and shall match existing colors utilizing only factory finishes.
- 6.7. If approved by the WCAA, the Tenant may access roof-mounted equipment via existing roof walkway pads from provided roof access points. Tenants must provide roof walkway pads extensions from existing base building roof walkway pads to all Tenant provided roof top equipment.
- 6.8. Food service Tenants and restaurants shall provide all necessary kitchen exhaust ducts, exhaust hoods, make-up air and kitchen equipment. Specified interior air temperatures (as specified by item 6.2 of this section) in all areas of the Tenant's space, including kitchens, must be maintained at all times without increasing temperature of adjacent spaces.
- 6.9. Make-up air units must include measures to heat and cool outside intake air. Make-up air units must also be equipped with an accessible charcoal filter (or WCAA approved equivalent) to prevent infiltration of exterior odors or pollutants including, but not limited to, dust particles, jet fuel vapor, jet exhaust, etc.
- 6.10. Negative air pressure must be maintained in kitchens to prevent odors from leaving the space.
- 6.11. Elevations must be submitted showing exterior louvers to be installed for exhaust and make-up air units. Louvers are to be sized and located to align with exterior panel joints. Louver locations must be reviewed and approved by the WCAA prior to installation.

- 6.12. Roof plans must be submitted indicating locations of new equipment, structural framing and roof details.
- 6.13. All roof modifications must be in compliance with the base building roof system. Base building roofing contractor must be contacted prior to modifying any portion of the roofing system.
- 6.14. All roof top units installed must be clearly labeled in plain sight with the name of the concession space being serviced.
- 6.15. The WCAA shall provide a 5 lb natural gas cap-off with isolation valve for restaurant Tenants.
- 6.16. HVAC systems in the Tenant's space will be balanced by a certified air-balancing contractor as part of the Tenant's renovation work at Tenant's expense.
- 6.17. Supply air, return air, and sanitary exhaust distribution ductwork, ceiling diffusers, registers, grilles and ceiling fire stop flaps, smoke detector/pilot light, and any other equipment required by code and the WCAA, within the Premises for the HVAC system, shall be carried out by the Tenant's contractor.
- 6.18. Enclosed ceiling spaces may be required to be used as a return air plenum, unless otherwise specified by the WCAA. If the ceiling space is used as a return air plenum, all existing or abandoned services, within the space, are to be removed by the Tenant's contractor at Tenant's expense.
- 6.19. Where additional heating is required due to specific air-conditioning zoning as for exterior walls, the heaters shall be electric type and the supply, installation, and wiring of such heaters shall be by the Tenant.
- 6.20. Final mounting location of temperature sensor(s) shall be by the Tenant.
- 6.21. Acoustic criteria: Acceptable HVAC noise levels in the Premises shall be noise criteria (NC) 40-45.
- 6.22. Tenant at WCAA's designated locations shall provide environmental control units for food court and Restaurant Tenants, where grease and smoke generating equipment is permitted by the WCAA.
- 6.23. The Tenant must provide the WCAA access within its Premises to all damper controls on ducts supplying air to public areas and to the Premises.

- 6.24. The Tenant shall provide kitchen equipment exhaust (utilizing ultraviolet light technology) within the Premises, related ductwork and fire suppression systems including tie in to base building systems and connection to ecology units (if any), as well as fire alarm tie in by the WCAA approved contractor at the Tenants expense. Exhaust hoods must be electrically interlocked with the kitchen lighting system.

7. Concession Exhaust and Odors

- 7.1. The location of any exhaust system shall be subject to WCAA approval.
- 7.2. Objectionable odors will be exhausted in such manner as to prevent their release into the Building, or short-circuiting into any fresh air vents. Where deemed necessary by the WCAA, such exhaust systems shall incorporate activated charcoal filter(s) other suitable device, fully and properly maintained.
- 7.3. Food service Tenants and restaurants shall provide all necessary kitchen exhaust ducts, exhaust hoods and kitchen equipment in accordance with the Agreement. All kitchen exhaust systems shall conform to most current edition of NFPA 101.
- 7.4. Exhaust fans must be interlocked to activate when kitchen lighting is energized. This function must be in accordance with NEC.
- 7.5. Where the Tenant requires exhausting, the capacity of such exhaust shall not exceed the amount of fresh air supplied by the WCAA for the Premises unless supplemented by Tenant supplied conditioned air.
- 7.6. There will be no exhausting permitted from the freestanding island kiosks.
- 7.7. Tenant's air handling equipment may not, under any circumstances, exhaust air into the building's interior space and may not draw air from the building's environment.

8. Plumbing

- 8.1. Services of a certain design capacity for completing water and sewage systems have been brought by the WCAA to a WCAA designated location at the Premises for purposes of connection to the Tenant's facilities where applicable. Any additional utilities required are the Tenant's responsibility.
- 8.2. The Tenant shall provide and pay for branch-plumbing lines complete with plumbing fixtures required by the Tenant to serve its Premises including grease interceptors for all food and beverage concessions. No grease shall be allowed to go into the base building plumbing systems.
- 8.3. The Tenant shall provide and pay for installation of hot water heater or heaters complete with all related plumbing, mechanical and electrical. Gas fueled hot water heaters are preferred.

- 8.3.1. Water heater units are to be located in an accessible space out of public view.
- 8.3.2. Gas fired water heaters must be provided with an interlocked powered ventilation system.
- 8.4. Tenants with drainage loads from food and beverage or related operations will be required to install properly sized, per code, grease interceptors that shall be mounted above the floor and within the Tenant's space. The Tenant will maintain grease interceptors at the Tenant's expense.
- 8.5. All grease traps should be located as close to fixtures or drain as possible and located such that they are fully accessible from the top cover.
- 8.6. All domestic water lines are to be insulated with a minimum of 1½" fiberglass insulation and a vapor barrier.
- 8.7. All copper piping shall be type 'L'. All vent lines shall be DWV copper. PVC piping will be permitted on a case-by-case basis.
- 8.8. Water meters, shall be installed by the tenant and at the Tenant's expense, in an accessible location for billing purposes. Meters shall have the capacity to be remotely read and conform to WCAA standards.
- 8.9. The Tenant's hot water tank pan and relief valve shall be piped to a floor drain.
- 8.10. The Tenant or the Tenant's contractor(s) shall not install additional plumbing through the structural floor slab without prior written approval from the WCAA.
- 8.11. All floor penetrations around pipes, conduits, ducts, etc. between levels must be sealed against water, smoke, and flame penetration using firestop materials listed by an accredited testing agency and meeting a minimum of 2-hour rating.
- 8.12. All plumbing vent lines are to be group vented to a point as determined by the WCAA.
- 8.13. For those Tenants that are located in an open area without access to a ceiling space, the sanitary vent cap-off shall be located below the floor using an island vent system in conformance with applicable codes for connection of the sanitary vent.
- 8.14. Meter maintenance and repairs will be the responsibility of the Tenant and will be at Tenant's expense.
- 8.15. "Y" clean outs and cast iron "P-traps shall be supported, and shall be made accessible at all times from within the Tenant's space.
- 8.16. Connections to base building domestic water lines shall be installed with backflow prevention valves, where required by the applicable plumbing code.

- 8.17. All soda lines are to be encased in an enclosed aluminum chase. Chase to be properly fire stopped when penetrating any rated assemblies.
- 8.18. Floor drain trap(s) in non-food service tenant locations are to be equipped with a trap primer.
- 8.19. All piping leading to and away from any tenant space must be labeled (in plain sight) with the following information:
 - 8.19.1. Direction of flow.
 - 8.19.2. Name of tenant space piping is for.

9. Sprinklers & Fire Protection

- 9.1. The WCAA will provide and install sprinkler mains, branch lines and sprinkler heads in a grid layout to adequately cover un-demised open areas.
- 9.2. Base building sprinklers will be required to remain for any concession space which has mechanical equipment or any other type of interference above an enclosed ceiling.
- 9.3. Testing and installation of the Fire Alarm System in the Premises shall be by the Tenant. The fire Alarm System shall become part of the base building system and installed by a certified installer for the level of service for the base building system. Separate stand-alone systems shall not be used.
- 9.4. A Knox Box shall be installed and a key provided to the Fire Department. Contact the Fire Prevention Office for ordering information and when a key(s) is available.
- 9.5. Provide proper fire extinguishers throughout per NFPA 10.
- 9.6. The construction documents shall comply with the MBC 2003, Section 106.
- 9.7. Any operation that may be classified as a "Source of Ignition" factor, i.e. burning, cutting, welding, etc., shall require a Site Inspection. If the operation conforms to code, and Airport Rules and Regulation requirements, the Airport Fire Department will issue a Site Survey. Call (734) 942-3603.
- 9.8. Plans shall show the location of life safety devices i.e. horns/strobes, pulls, etc.
- 9.9. Plans shall show all sprinkler head locations and piping. All piping shall be identified with directional labels.
- 9.10. The contractor **SHALL** ensure that any architectural feature, light, duct, steel, or other object will obstruct no sprinkler discharge patterns.

- 9.11. The contractor **SHALL** provide auxiliary drains where a change in direction prevents drainage of any system piping through the main drain valve.
- 9.12. All new strobes, or strobe circuits shall activate in accordance with the sequence of events requirements for the fire zone containing the proposed space. The new strobes, or strobe circuits shall be synchronized with the fire zone containing the space.
- 9.13. The Fire Marshals Office shall be notified before disconnection and interruption of service, tests or repairs. The restoration of the protection shall be diligently pursued. All systems and equipment shall be maintained as per applicable codes and standards.
- 9.14. All fire protection systems or components, (i.e. sprinkler systems, smoke detection, heat detectors, manual pull stations, emergency exiting and emergency lighting, etc.) shall be fully operational prior to occupancy and/or use of said area and this shall be documented by a pre-occupancy inspection by Fire Marshal's Office.
- 9.15. All fire alarm and suppression system panels shall report point of contact to Metro Airport Central Dispatch.
- 9.16. A contractor without prior written approval from the Airport Fire Marshal's Office may not use Fire Hydrants.
- 9.17. Tenant required modifications to the base building sprinkler system shall be the responsibility of the Tenant.
- 9.18. All sprinklers and related equipment must be concealed from public view.
- 9.19. Tenant shall be required to install an independent riser with a control valve, electronic tamper device, flow switch, and inspectors test in an accessible location. Riser must be labeled with name of concession space it is feeding.

10. Electrical Power Service

- 10.1. The WCAA will provide for each assigned Tenant space:
 - 10.1.1. Electrical service at 277/480V 3PH, 4W+GRD to an electrical box which is located (in most cases) on the common wall at an elevation of 12'-0" above finished floor. The size (amperes) of the service will be consistent with the load to be served.
 - 10.1.2. Fire alarm detection and alarm system and exit lights (if required to meet code requirements) for general coverage on an open floor basis with no ceiling.

- 10.2. Should the Tenant's electrical design require service capacities beyond those provided by the WCAA, Tenants requiring greater service are referred to Section 2000 Articles 7 and 8. The WCAA may (after review of the Tenant's requirements) perform the necessary upgrade at Tenant's expense. The Tenant shall not perform such upgrading without prior written approval.
- 10.3. The following requirements shall be the responsibility of Tenant (note that any modifications to the base building are subject to Section 2000, Article 7):
 - 10.3.1. All distribution equipment conduit and wire from the electrical box to the Tenant's disconnect and distribution equipment and from the distribution equipment to tenant area devices.
 - 10.3.2. Emergency power installation for assigned space. Night lighting and exit lights that may be connected to the nearest emergency or night lighting/exit lighting circuit, if sufficient capacity exists. This lighting must be rated at 277V.
 - 10.3.3. Connection to and/or relocation, (if required in the Premises) to distribution panel, and above ceiling conduits (if any), branch wiring and associated panel breakers, outlets, and receptacles.
 - 10.3.4. The Tenant shall ensure that all wiring for lighting, power, fire alarm, telephone, data, building controls, television and low-tension systems within walls and ceiling plenums is installed in metal conduit or metal raceways or cable trays. No exposed wiring is allowed and ¾" conduit minimum shall be used.
 - 10.3.5. Connection to assigned fan coil unit is the Tenant's responsibility.
 - 10.3.6. Fire alarm detection and alarm system and exit lights to meet code requirements.
 - 10.3.7. Wiring for all washroom equipment in the Premises as required by the Tenant, including hot water heater, baseboard heater, and lighting.
 - 10.3.8. Additional fire alarm EVAC speakers, pull stations and all associated testing and verification within the Tenant's space, if required by code. Fire alarm EVAC speakers, pull stations and other related fire alarm system work required by the Tenant must be carried out by the WCAA's approved contractor at the Tenant's expense.
 - 10.3.9. All materials shall be new, UL approved or equivalent and shall be of standard not less than the WCAA's Base Building.
 - 10.3.10. All wiring shall be copper. Branch wiring shall be minimum #12 gauge solid (stranded for #8 or larger). All wiring must be installed in conduit. BX cable may be used in partition walls with no horizontal runs around corners of walls and in ceiling for drops (maximum 10') from the junction boxes to the light

fixtures. Daisy chaining with BX wires between light fixtures or electrical outlets is not permitted.

- 10.3.11. The Tenant must provide balanced electrical load in all three phases of the distribution system to within 5%.
 - 10.3.12. Exhaust fans and make-up air units if required by Tenant must be interlocked and interfaced with the base building fire alarm system by WCAA approved contractor under contract with the Tenant, at the Tenant's expense.
 - 10.3.13. All life safety devices within the Premises to be in accordance with code. WCAA approved contractor at the Tenant's expense will perform tying-in of the Tenant's fire suppression system to the base building fire alarm system.
 - 10.3.14. All equipment and light fixtures shall be energy efficient.
 - 10.3.15. Wiring from Tenant workstations to local cross connect.
 - 10.3.16. Metering of electrical services is required and is the Tenant's responsibility. Remote readers shall be provided locally at each concession space outside the view of the public and in an easily accessible location a maximum of 60" above finish floor elevation. Remote readers shall conform to WCAA standards.
 - 10.3.17. For Tenant spaces with rear exits leading directly to an exit corridor, the Tenant shall provide one fire alarm pull station and exit light located at the rear exit door from the Premises that shall be connected to WCAA distribution and fire alarm system.
- 10.4. No additional electrical power will be provided for any type of cooking equipment. All equipment used for cooking food (fryers, ovens, griddles, etc.) must use natural gas provided to the space (see article 6.15 of this Section for further information).

11. Lighting Criteria

- 11.1. The merchandising mix creates a variety of Tenant types; therefore a multiplicity of lighting designs to suit various uses may be employed.
- 11.2. In order to keep the Tenants' electrical and AC loads within their allowable limits, Tenants are encouraged to use low voltage lighting and other energy efficient fixtures.
- 11.3. Stores with merchandise display, either freestanding or in a case shall observe and/or incorporate the following:
 - 11.3.1. A high level of illumination within the storefront display area.
 - 11.3.2. Within the Premises, if floor lamps are used, Tenant must shield these fixtures with a baffle designed to shield the lamps from the Concourse at an eye level

height of 5'-6", unless otherwise approved by the WCAA. The WCAA reserves the right to require the Tenant to adjust such baffles after installation is complete.

- 11.3.3. For other merchandising uses, such as cafes, bars and/or other uses that require a specific mood type lighting to create the desired atmosphere, approval of the design concept and fixtures must be obtained from the WCAA.
- 11.3.4. Where tenancies are open to higher base building ceiling above, low voltage lighting will be required.
- 11.3.5. Shielded neon may be permitted within the Premises subject to the WCAA's approval. Exposed neon tubing shall be kept off the floor to a minimum of 8'-0", or otherwise out of reach of the general public.
- 11.4. The following types of lighting will not be accepted as part of any Tenant's design for the Premises:
 - 11.4.1. Fluorescent lighting or H.I.D. lamps within the storefront.
 - 11.4.2. Exposed tube fluorescent or H.I.D. lamps in any other public or Concession area.
 - 11.4.3. Incandescent lighting except as per paragraph 10.3.3 above.
 - 11.4.4. Sodium or mercury vapor lamps of any type.
 - 11.4.5. Blinking or flashing lights, except those required for emergency lighting.
- 11.5. Tenant lighting may be installed inside the Premises only, except for signage lighting as approved by the WCAA.
- 11.6. The Tenant shall be responsible for the installation and connection of all exit lights in accordance with code requirements. All exit lights shall match the building standard specification.
- 11.7. Except as indicated above, the Tenant shall provide:
 - 11.7.1. All lighting fixtures, lamps and related equipment.
 - 11.7.2. All emergency lighting and additional exit lights required by the Tenant's design.

12. Communications

- 12.1. Tenant is responsible for providing all communication wiring/cabling for each assigned space.

- 12.2. Communication wiring/cablings must be plenum rated.
- 12.3. All communication cabling/wiring installed in conduit and WCAA provided raceways (when possible).
- 12.4. Tenant must provide all required equipment to interface with WCAA backbone system.
- 12.5. Communication equipment must integrate with WCAA backbone system.
- 12.6. Satellite television feed will be available from the WCAA backbone system. **Use of satellite dishes of any kind is strictly prohibited.**

13. Utility Metering Requirements

- 13.1. The Tenant will be responsible for ensuring compliance with all WCAA utility metering requirements for assigned space(s) per the following requirements:
 - 13.1.1. Electrical metering will be located in the Tenant space. The WCAA approved electrical utility meter is the Shark Model #200-EN2-TS-RLB by Electro Industries, Inc.
 - 13.1.1.1. The Tenant shall provide interfacing wiring with the installed base building utility system and WCAA Ethernet. All Tenant electrical submeters are to be the meter specified above.
 - 13.1.1.2. The Tenant shall provide a primary rated current transformer.
 - 13.1.1.3. The current transformer to be rated 0.3% accuracy or better.
 - 13.1.1.4. The current transformer to be rated equal to or greater than the associated feeder circuit breaker trip rating.
 - 13.1.1.5. The current transformer to have a 0-5 amp full scale rated output.
 - 13.1.2. The WCAA approved water utility meter is the Neptune Technologies Model # TBD based on service size and application. A Tricon /S register is required for each meter to direct read in cubic feet. The register shall provide one contact closure per cubic foot of water use. The water meter to be appropriately sized for the demand of the Tenant space and address the following:
 - 13.1.2.1. The Tenant must also provide appropriate backflow devices per WCAA requirements. (See Exhibit J of this document).
 - 13.1.2.2. The water meters must be equipped with "Direct Read" dials measuring in cubic feet. The meter must be set to be readable from floor level.
 - 13.1.3. The WCAA approved natural gas utility meter is the AMCO Inc. Model # TBD based on service size and application.

- 13.1.3.1. The meter must provide a direct register reading in cubic feet and one contact closure per cubic foot of gas use.
 - 13.1.3.2. The meter must be set to be read from floor level.
 - 13.1.3.3. Natural gas information meter and a pressure-reducing valve (PRV) are the responsibility of the Tenant and must comply with WCAA requirements.
- 13.2. Tenant must submit a cash security deposit to the WCAA Finance department in the amount of \$5,000. Once the Tenant has met all metering requirements of this section, the WCAA will refund the security deposit upon acceptance of the WCAA approved agent performing final inspection, calibration (if required) and testing.
- 13.3. All utility meters and all associated equipment shall have remote reading capabilities and be compatible of interfacing with the base building utility system and the WCAA Ethernet. The tenant is responsible for meter communications wiring from the tenant space to the base building communications room and shall comply with data wiring requirements specified in the TCDM.
 - 13.3.1. All remote metering interfaces for water and gas meters shall be wired to the space electric meter enclosure in conduit.
 - 13.3.2. Pulse communication type interfaces shall be reviewed by the Authority for compatibility. Final connection of pulse meter wiring to the electric meter inputs shall be verified by the WCAA before approval.
- 13.4. A WCAA approved agent will perform all utility meter inspection, testing and certification to ensure compliance with WCAA requirements prior to operation in assigned Tenant space.
- 13.5. All utility meters for the monitored services will have properly sized inlets for gas and water meters. If the meter(s) does (do) not have a properly sized inlet for the available supply source, the WCAA reserves the right to direct the contractor to change out the meter(s) and replace it (them) with one(s) having a properly sized inlet, at the Tenant's expense.
- 13.6. All utility meters must be accessible with proper clearances for proper testing and calibration.
- 13.7. Meters must be located within the Tenant space it is servicing and out of view of the public. Meters must be located no higher than 5'-0" above the finished floor of the assigned Tenant space. Under no circumstances will any utility meter be located above the ceiling of an assigned Tenant space without prior written authorization from the WCAA.
- 13.8. The Tenant is responsible for all costs associated with verifying and connecting to the closest utility source if it is not located within their assigned space.

- 13.9. In order to allow for proper testing and certification, all meters for the assigned Tenant space must be installed a minimum of two weeks prior to the date of substantial completion.

14. Tenant Video Surveillance Cameras

Tenant surveillance cameras are not required by this document. Any third party video surveillance cameras installed for Tenant use must address the following issues:

- 14.1. Camera coverage is to remain within the concession space.
- 14.2. Cameras are to be concealed from being viewed from all public areas including, but not limited to, any concourse area, gate hold rooms, ticket counters, and any area not assigned to the tenant.
- 14.3. Tenant cameras are not required to be compatible with the WCAA Security surveillance systems.

15. Acoustics

- 15.1. Stores having loudspeakers for the purpose of providing quiet background music for their patrons' enjoyment shall take precautions to ensure that any sound or vibration is not transmitted to adjoining tenancies, including those above or below. Acoustic baffling may be required in partitions and ceiling, or the speakers themselves will have to be housed in sound-attenuating enclosures. Loudspeaker systems shall not interfere with building public safety address announcements.
- 15.2. Locations and output directions of loudspeakers located within Tenant's premises shall be shown on the Tenant's drawings.
- 15.3. Tenancies that generate loud noises shall provide, at their expense, acoustic insulation full height in all demising walls to the roof deck above with a rated construction of STC 55 or better.
- 15.4. All Tenant sound systems shall be interlocked with the base building fire alarm system to terminate operation upon a signal from the fire alarm. Work to be carried out by a WCAA approved contractor at the Tenants expense.
- 15.5. Tenant sound systems are permitted provided that they are approved by WCAA.
- 15.6. See Item 6.14 for acceptable HVAC noise levels.

16. Smoking Lounge Requirements

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

- 16.1. Storefront - Provide a minimized entry, while complying with all codes, in order to limit the possibility of smoke escaping the storefront. Opening into the venue must be no higher than the sign band.
 - 16.1.1. Must maintain 50 FPM into the opening of the storefront at all times.
 - 16.1.2. Entry doors are prohibited.
- 16.2. Enclosed ventilation system
 - 16.2.1. Space must be under constant negative air pressure at all times (24 hours a day, 7 days a week).
 - 16.2.2. Required ventilation air must meet minimum requirements set forth by ASHRAE and the Michigan Building Code (60 CFM per occupant)
 - 16.2.3. A minimum of 43 air changes per hour must be maintained at all times.
 - 16.2.4. All ducts must be completely sealed.
 - 16.2.5. All perimeter walls to be sealed.
- 16.3. Exhaust System
 - 16.3.1. Provide a minimum of 10' separation between exhaust and supply air systems.
 - 16.3.2. Exhausted air cannot be directed toward any type of building air intake as well as incidental equipment such as aircraft PCAIR units.
 - 16.3.3. Any supplemental openings required through the base building exterior wall must be reviewed and approved by WCAA.
- 16.4. Make-up air system
 - 16.4.1. All make-up air units must provide tempered air per Item 6 of this Section (HVAC Equipment).
 - 16.4.2. At least two (2) make-up air units are to be provided for the venue acting in a redundant capacity for the system.
 - 16.4.3. Filtration system must be readily accessible for maintenance.
- 16.5. Make-up Air Failure Situations:
 - 16.5.1. Air handler failure: change over to second air handler.

- 16.5.2. Base building system failure: Make up air unit(s) provides for 100% of ventilation for space.
- 16.5.3. Make-up air unit failure: Exhaust air removed from base building system until unit is repaired.
- 16.5.4. Any other type of failure deemed possible by the WCAA.
- 16.6. Provide access to system that will allow serviceability of equipment while space is occupied.

17. Concession Signage Criteria

- 17.1. Imaginative designs, which depart from traditional methods, are encouraged. Tenants shall have identification signs designed in a manner compatible with and complementary to adjacent and facing storefronts and the overall design concept of the terminal. Tenants are encouraged to have signs designed as an integral part of the storefront design with letter size and location appropriately scaled and proportioned to the overall storefront design and should be located entirely from the top of the storefront sign band to 8'-0" above finish floor. All store identification designs, following elements, and associated costs will be the responsibility of the Tenant and shall be subject to the WCAA's approval.
- 17.2. All signs and logos must conform to the Design Criteria and shall receive written approval from the WCAA prior to fabrication.
- 17.3. Non-illuminated signs proposed for the Tenant's storefront must be of a high quality. Formed plastic letters will not be allowed.
- 17.4. The Tenant may use non-illuminated graphics on any glass or solid panels. Glass treatments may be etched, frosted, or other methods subject to the WCAA's approval. See Article 13.15.3 for acceptable methods.
- 17.5. No exposed conduit, tubing, raceways, ballasts, transformers or other equipment shall be permitted.
- 17.6. Any Tenant having a corner storefront, with one or more elevations, may request incorporation of one main sign per elevation.
- 17.7. Signage on the exterior of the Building will not be allowed.
- 17.8. Storefront signage must not be viewed from outside the terminal unless otherwise approved by WCAA Division of Planning, Facilities Management and Construction.
- 17.9. Labels or other identification (including sign manufacturer's label) are not permitted on the exposed surface of signs, except those required by code. Such labels or other identification shall be in an inconspicuous location.

- 17.10. Edge or back lighted translucent signs and front-lighted opaque signs shall not produce a visible brightness/luminance that exceeds 200-foot lamberts.
- 17.11. Illuminated letters (channel letters, neon, etc.) shall not produce a visible brightness/luminance that exceeds 250-foot lamberts.
- 17.12. The Tenant must provide access from within Premises for the servicing of sign components.
- 17.13. The installation of all Tenant storefront signs shall be conducted in accordance with the WCAA's sign criteria, whether during initial store construction or as a sign replacement during the term of the Agreement.
- 17.14. Electrical service for lighting associated with Tenants signs shall come from the Tenant's electrical panel.
- 17.15. Illuminated or non-illuminated signs comprising the main Tenant signage are limited to the following types. Text is limited to individual letters only:
- 17.15.1. Plastic face, metal return.
- 17.15.2. Metal face, metal return with raised or etched letters and/or logo.
- 17.15.3. Glass:
- Painted, silk-screened, etched to surface of glass
 - Raised or etched letters and/or logo applied to glass-metallic finish (i.e. brass, bronze, copper, stainless steel)
 - Raised or etched letters and/or logo applied to glass-solid color letter (i.e. lacquered)
- 17.15.4. Metal channel with back lighting.
- 17.15.5. Engraved or etched in approved stone.
- 17.15.6. Wood carved, routed, laser cut, painted with raised or etched letters and/or logo.
- 17.15.7. Artisan's plaque (bronze, copper, stainless steel, wood with WCAA approved finish).
- 17.16. Permanent signs of any type or registered trademark other than those owned by the Tenant will not be permitted on the Tenant's storefront.
- 17.17. Decals for credit cards and hours of operation are permitted, provided the area occupied by the decals does not exceed a single location of 12" x 12" and located adjacent to the storefront entry, 36" above the finished floor as designated on the final storefront design submission.

- 17.18. "Box" signs or "suitcase" signs are not permitted.
- 17.19. Moving signs or moving lights shall not be permitted without approval from WCAA. No advertising slogans shall be permitted. The WCAA reserves the right to require the removal of any store advertising, displays or decorating that in its sole opinion is offensive, distasteful, or in any way in conflict with the best interest of the terminal environment or the Agreement.
- 17.20. Freestanding "lollipop" signs on temporary pylons are not permitted outside of the Agreement area without the written authorization of the WCAA.
- 17.21. Permitted Locations:
- 17.21.1. Within the storefront opening and behind the Agreement line.
 - 17.21.2. Blade sign and armature by Tenant and in compliance with item 14.22 of this section. Both must be approved by WCAA. Blade signage shall be limited to one location on the storefront except as follows:
 - 17.21.2.1. Any Tenant having a corner storefront, with one or more elevations, may request incorporation of one blade sign per elevation.
 - 17.21.2.2. Any Tenant whose storefront occupies 3 or more structural bays may have an additional blade sign in every second bay. (I.e. 3rd, 5th, 7th, etc.).
 - 17.21.2.3. Tenant occupying a food court area may have individual blade signs for each concept. However, signage criteria will still apply and must be approved by WCAA.
 - 17.21.3. On the bulkhead in specific designated locations.
- 17.22. Blade Sign Design Criteria:
- 17.22.1. WCAA encourages creative solutions for blade signs including internal lighting and 3-dimensional effects.
 - 17.22.2. Blade signs must conform to the sign criteria previously set out in this Section.
 - 17.22.3. Signs shall be secured to the common armature designed for the terminal. The cost of this armature and all associated costs, including coordination with base building architecture will be the responsibility of the Tenant. Refer to Exhibit "L", Typical Tenant Signage.
 - 17.22.4. Each assigned concession space is allowed one (1) blade sign. Blade sign must be placed on the side of the concession space closest to one of two security screening areas in the central core of the terminal. Exception:

placement of blade signs for assigned spaces in the central portion of the terminal will be reviewed on a case-by-case basis by the WCAA.

- 17.22.5. Neon may only be used in back-lit signage; no exposed neon lighting is to be incorporated into blade signs (see Section 4000 item 10.3.5 for additional information).

18. Concession Menu Board Criteria

- 18.1. All menu boards must be professionally designed and fabricated, and subject to the WCAA's prior approval. Under no circumstances will the Tenant be permitted to display other signs, advertising or displays such as are often made available from food or beverage suppliers. Beverage dispensing units may not bear any advertisements for the beverage suppliers. Beverage dispensing units may not bear any advertisements for the beverage companies, nor may they be incorporated into the menu board.
- 18.2. White, back-lighted Plexiglas will not be permitted.
- 18.3. All permanent information must be painted, silk-screened, etched, or applied to:
 - 18.3.1. Metal-neutral, painted or anodized;
 - 18.3.2. Wood-natural or painted;
 - 18.3.3. Plastic laminate;
 - 18.3.4. Glass-clear, translucent or painted.
- 18.4. Changeable information may be displayed using vinyl, die-cut numerals or letters, chalk boards, etc.
- 18.5. Changeable Menu Boards available through food and beverage advertising product suppliers are prohibited and may not be used.
- 18.6. Menu Board selections and detailing will be reviewed by the WCAA on an individual basis.
- 18.7. The Tenant must submit Menu Board design for the WCAA's review and approval.
- 18.8. Acceptable menu board illumination:
 - 18.8.1. Illuminated letters
 - 18.8.2. Spot lighting
 - 18.8.3. Wall washers

19. Airline Curbside Check-In Areas

- 19.1. Check-In Counters

- 19.1.1. Check-in Counters are provided by the WCAA.
- 19.1.2. No reconfigurations are to be made to the structure of any curb side ticket counter without prior written authorization from the WCAA.

19.2. Back Wall Requirements

- 19.2.1. Airline signage of any kind on the back wall of curbside check-in podiums is strictly prohibited.
- 19.2.2. Handwritten signage in the back wall area is strictly prohibited. All signage must be professionally printed. Posted memos are not to be within public view at any time.

19.3. Signage

- 19.3.1. Non-permanent signage may be allowed within the area behind the ticket counter.
- 19.3.2. Promotional information is limited and will be submitted to the WCAA for review on a case-by-case basis. Once approved, promotional information may be displayed for no longer than 30 calendar days.

20. Airline Ticketing Counter Criteria

20.1. Ticket Counters

- 20.1.1. Ticket Counters are provided by the WCAA. Refer to exhibit "M" of this document.
- 20.1.2. No modifications are to be made to any ticket counter without prior written approval from the WCAA.
- 20.1.3. No additional signs may be posted on the ticket counter without prior approval from the WCAA (see Section 4000 item 14).
- 20.1.4. See Section 4000 item 4.2 for acceptable materials.

20.2. Self-Service Devices (SSD)

- 20.2.1. SSD's are to be provided by the Tenant. All SSD's shall have a brushed stainless steel bezel to match the finish of the Ticket Counters
- 20.2.2. Placements of SSD's are to be in compliance with the latest applicable codes and standards.
- 20.2.3. No flashing or strobe effects for monitor graphics are permitted.

20.3. Back Wall Requirements

- 20.3.1. Airline Tenants are allowed to place livery and logos on the back wall of ticketing in the slot provided from 4'-9" to 7'-3" A.F.F.
- 20.3.2. Handwritten signage in the back wall area is strictly prohibited. All signage must be professionally printed. Posted memos are not to be within the sign band at any time.
- 20.3.3. Signage to conform to sign criteria as noted in Section 4000 item 14– Concessions Signage Criteria.

20.4. Queuing

- 20.4.1. Tensile barriers will be provided by the WCAA.
- 20.4.2. Additional airline provided tensile barriers must be in compliance with WCAA standards. Color or finish variations will not be acceptable.
- 20.4.3. Rugs with Airline logos and colors used for Premier passenger service(s) are allowed within the assigned queuing area only.
- 20.4.4. With the exception of required TSA signage, no additional airline signage, kiosks, etc. of any kind are permitted in the queuing area.

20.5. Signage

- 20.5.1. Signage on all assigned Ticket Counters is not permitted.
- 20.5.2. No signage will be permitted in the queuing area.
- 20.5.3. Tenant signage is limited to the following types and subject to WCAA approval prior to fabrication and installation:
 - 20.5.3.1. Plastic face, metal return.
 - 20.5.3.2. Metal face, metal return with raised or etched letters and/or logo.
 - 20.5.3.3. Wood carved, routed, laser cut, painted with raised or etched letters and/or logo.
 - 20.5.3.4. Artisan's plaque (bronze, copper, stainless steel, wood with WCAA approved finish).
- 20.5.4. WCAA provided LED "Visiontron" signs will be above each ticket counter position to display ticket counter information only. Advertising of any type will not be a permitted use for this space.

20.5.5. No advertising slogans shall be permitted. The WCAA reserves the right to require the removal of any advertising, displays or decorating that in its sole opinion finds offensive, distasteful, or in any way in conflict with the best interest of the terminal environment or the Agreement.

20.6. Decorations/ Promotional Information

20.6.1. Decorations and/or Promotional Information are not permitted without prior written approval from WCAA.

20.6.2. Holiday decorations must be non-denominational.

20.6.3. Helium filled balloons are strictly prohibited.

20.6.4. Promotional banners are subject to WCAA review and approval. Once approved, promotional banners may be displayed for no longer than 30 calendar days.

21. Airline Gate Criteria

21.1. Gate Podium Requirements

21.1.1. Gate Podium drawings are provided by the WCAA. Refer to exhibit "M" of this document.

21.1.2. Gate podiums cannot be reconfigured without written authorization from the WCAA.

21.2. Screen Wall Requirements

21.2.1. Tenant is to make use of Airport provided LCD monitors whenever possible.

21.2.2. LCD monitors are to display gate and airline flight information only. Display of promotions or advertisements on these monitors is strictly prohibited.

21.2.3. Flashing or any strobe effects are prohibited from being displayed on LCD monitors.

21.3. Gate Queuing Requirements

21.3.1. Tensile barriers are to be provided by the Tenant if required. Finish of the base and pole shall match WCAA standards.

21.3.2. Airline queuing system standards are subject to WCAA review and approval.

21.4. Gate Signage

- 21.4.1. Signage in the Airline Gate area is not allowed.
- 21.4.2. Tenant livery and logos are only allowed on the LCD of the back screen wall.
- 21.5. Gate Decorations/Promotional Information
 - 21.5.1. Decorations and/or Promotional Information are prohibited in the gate hold area.
- 21.6. Gate Passenger Boarding Bridges (PBB's)
 - 21.6.1. The assigned airline is responsible for the upkeep and maintenance of the PBB's as stated in the Agreement.
 - 21.6.2. Requests for any modifications to the PBB's must be made to the WCAA for review and approval.
 - 21.6.3. Advertising/decorations/banners of any type will not be permitted within the PBB's
 - 21.6.4. Exterior signage for passenger boarding bridges is to be no larger than 36" x 36". Each bridge is allowed on each side of the boarding bridge. Signs are to be reviewed and approved by the WCAA in writing prior to installation.
- 21.7. Gate Pavement Markings
 - 21.7.1. Tenant is responsible for maintenance and operation of assigned aircraft parking area as identified in the Agreement.
 - 21.7.2. If pavement markings are to be modified, the following issues must be observed:
 - 21.7.2.1. Proposed layouts must be submitted to the WCAA for review and approval.
 - 21.7.2.2. Paint used for all markings is to be in accordance with WCAA airfield standards.
 - 21.7.2.3. All loose pavement paint must be removed.
 - 21.7.2.4. If configuration is being modified, all existing markings must be completely removed from the surface of the pavement. "Blacked out" markings are not acceptable.
 - 21.7.2.5. A wingtip clearance of 20' must be maintained at all times.
 - 21.7.3. Operational vehicle parking spaces in the assigned aircraft gate area is not allowed without written approval from the WCAA.

22. Waste Handling

Tenants shall utilize trash compacters provided by WCAA at designated locations for bulk trash disposal. Trash removal to designated locations is the responsibility of the tenant.

23. Tenant Carts

All Tenant carts shall have non-marring tires to protect Terminal flooring material. All hard edges shall be protected to mitigate impact damage, scratching, denting, marring, etc. of Terminal vertical wall surfaces. Tenant carts to meet WCAA sizing requirements in order to be capable of accessing elevators and the central cart washing station.

24. Seismic Restraint

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

SECTION 5000 – BARRIER FREE DESIGN REQUIREMENTS

1. General

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

2. Tenant Access Recommendations

2.1. Concession Areas

- 2.1.1. Power doors or at least low resistance doors where doors are used.
- 2.1.2. Minimum aisle widths should be 3'-0" and kept clear of displays.
- 2.1.3. Displays should be generally kept at eye level.
- 2.1.4. All counters must have low sections or cutouts to accommodate wheelchair users, on both the public side and the working or operating side.
- 2.1.5. Informational signage should comply with signage requirements for the rest of the terminal – that is high contrast lettering generally mounted at eye level.

2.1.6. Floor surfaces should be slip resistant in both wet and dry conditions. The static coefficients of friction for these surfaces is as follows:

2.1.6.1. Dry: 0.5

2.1.6.2. Wet: 0.6

2.1.6.3. Ramped areas: 0.8

2.2. Lounges

2.2.1. Bars must be in compliance with ADA regulations and should have a lowered section for wheelchair users and/or people unable to use high stools with identification of accessibility permanently mounted on a vertical surface of the table viewable from the concourse.

2.2.2. Small tables need a minimum clearance of 2'-6" under the table and a diameter of approximately 2'-0" to be accessible to persons with disabilities with identification of accessibility permanently mounted on a vertical surface of the table viewable from the concourse.

2.2.3. Disability Awareness Training is recommended for lounge servers and greeters.

2.3. Restaurants/Lounges

Specific recommendations will depend on the exact nature of the concession and its décor. What follows are basic "rules of thumb" for food service concession design as it relates to persons with disabilities:

2.3.1. Menus (approximately five) are to be provided in alternate formats – large print, Braille and/or audiotape, for persons with low vision or blindness. Where possible, wall mounted menu boards should be at a convenient height for wheelchair users and be well lit with spotlights from track lighting or lit from behind.

2.3.2. Seating for persons with disabilities should be dispersed throughout the restaurant. Fixed seating such as booths are generally difficult for people with poor mobility and older adults, and are inaccessible for wheelchair users. If booths are integral to the design concept, additional moveable seating shall be incorporated, as well as wider aisles to allow wheelchair users to sit at the table. Identification of accessibility must be permanently mounted on a vertical surface of the table(s) viewable from the concourse.

2.3.3. Chairs should be light and easy to reposition.

2.3.4. Seat height should be 18" from the floor, approximately 17" deep x 17" wide, and 50% of the chairs should have armrests.

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

See Exhibit 'K' Key Provisions Attachment for reference to 49 Code of Federal Regulations (CFR).

SECTION 6000 – CONSTRUCTION REGULATIONS

1. Pre-Construction Requirements

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

1.1. Pre-Construction Meeting

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

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

1.2. Identification Badging

- 1.2.1. All construction personnel must be badged and accompanied by someone with a badge at all times. No one is allowed on the airfield at any time unless wearing the proper badge or accompanied by a badged person at all times.

Questions regarding badging requirements for construction personnel can be directed to Airport Security, (734-942-3606).

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

2. Construction Rules and Regulations

2.1. General

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

2.2. Hours of Construction

There should be no constraints on construction schedules prior to opening the Terminal.

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

2.2.2. Construction activities must take place between 10:00 p.m. and 5:00 a.m. unless otherwise allowed by the WCAA. Specific hours are at the WCAA's sole discretion.

2.2.3. Also see Exhibit A of this document.

2.3. Security Regulations

The Tenant is responsible to provide a copy of the Security Requirements to the project's Prime Contractor and to instruct the Prime to disseminate the requirements to the appropriate sub-contractors.

As a minimum, the following conditions apply for permit approval. Additional requirements may be incorporated due to Local, State or Federal Regulations or increased security conditions at the Airport:

2.3.1. Sterile Access Requirements

- 2.3.1.1. All individuals working inside or traversing the Sterile Area (public area beyond passenger screening) shall have Airport Identification Badges obtained from the Airport's Credentials Office (734) 942-3606.
- 2.3.1.2. Unescorted access requires a photo ID Badge. Contractors may contact the Airport Credentials Office for specific Badge processing procedures.
- 2.3.1.3. Access through security doors and gates can be coordinated by contacting Airport Security. A letter from the permit holder (Tenant) authorizing specific door access within their leased space is required. Access to other Tenant or Airline locations requires the permission of the specific leaseholder.
- 2.3.1.4. To prevent possible explosive or incendiary devices from being hidden in areas close to Airport facilities, equipment, aircraft, or vehicles, no containers (tool boxes, storage containers, material trailers) shall be left unsecured or unattended in public areas.
- 2.3.1.5. The contractor shall not bring any tool through passenger screening. No tools shall be left unsecured or unattended in the public areas.
- 2.3.1.6. Prior to any area being opened to the public Airport Security must conduct a security sweep of the area - contact Debra Sieg 734.942.3746.

2.3.1.7. Prior to any area being opened to the public all prohibited items must be audited by the Concession department - contact Ray Albert at 734.942.1534.

2.3.2. AOA Access Requirements

2.3.2.1. All individuals working inside or traversing the Air Operations Area (AOA) or Restricted Area shall have Airport Identification Badges obtained from the Airport's Credentials Office (734) 942-3606.

2.3.2.2. Unescorted access requires a photo ID Badge. Contractors may contact the Airport's Credentials Office for specific Badge processing procedures.

2.3.2.3. All construction/installation vehicles, while on the AOA, shall have a DTW card displayed on the dashboard. In addition, any persons that require driving on the Air Operations Area (AOA) will be required to undergo a ramp driving training class with Airport Operations. Scheduling for the training and the DTW cards may be obtained from the Airfield Operations Construction Office (734-942-3823).

2.3.2.4. All construction/installation vehicles shall display company logo affixed to the drivers' and passengers' door. Logos shall be no less than 12" x 12" and can be magnetic, printed or pasted on, but must be commercially made.

2.3.2.5. Entry and exit to AOA job sites shall be through manned vehicle checkpoints unless otherwise approved by Airport Security.

2.3.2.6. Access through security doors and gates can be coordinated by contacting Airport Security. A letter from the permit holder authorizing specific door access within their leased space is required. Access to other tenant or airline locations requires the permission of the specific leaseholder.

2.3.3. General Requirements and Contractor Rules

2.3.3.1. Per Federal Regulation 49 CFR 1520, all documents shall be identified as 'Security Sensitive Information'. All drawings shall be marked with the following statement **'WARNING: This record contains Sensitive Security Information that is controlled in 49 CFR part 1520. No part of this record may be disclosed to persons without a "need to know", as directed in 49 CFR part 1520, except with the written permission of the Administrator or the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For US government agencies,**

public disclosure is governed by 5 U.S.C. 552 and 49 CRF part 1520.'

- 2.3.3.2. The contractor or his employees shall not prop open any gates or doors that allow public access to the AOA or any Restricted Area. This may include temporary walls to keep the public from any construction area. Temporary walls shall meet AOA access requirements (Fence standards or SCAS system).
- 2.3.3.3. To prevent possible explosive or incendiary devices from being hidden in areas close to Airport facilities, equipment, aircraft, or vehicles, no containers (tool boxes, storage containers, material trailers) shall be left unsecured or unattended in public areas.
- 2.3.3.4. The contractor shall not bring any tool through passenger screening. No tools shall be left unsecured or unattended in the public areas.
- 2.3.3.5. The contractor shall prevent unauthorized pedestrian or vehicular access to the Airfield or Restricted Area from the construction site.
- 2.3.3.6. Contractor access is restricted to the permit construction site only and is not permitted to access any other Airfield or Restricted Area. All Airport ID Badges are to be returned when the contractor is completed with the project. The ID Badges are valid for approved construction projects only and is not covered under warranty work.
- 2.3.3.7. The contractor is not to paint over or tamper with any component of the Security Card Access System unless authorized by the Security Operations Manager.
- 2.3.3.8. Due to the potential for damage, contractors must receive approval from Airport Security prior to lifting any equipment or material over the Airport's AOA Fence.
- 2.3.3.9. Contractors shall not excavate under or around the AOA fence without prior approval from Airport Security.
 - 2.3.3.9.1. Depending on the duration and extent of the excavation, the contractor may be required to have an Airport Security Guard at the site during this work. The contractor shall be responsible for all costs associated with the Guard coverage.
 - 2.3.3.9.2. To prevent AOA access, all excavations that traverse the AOA line shall be adequately enclosed or covered prior to the end of each workday. Prior to completion

of work for the day, the contractor shall contact Airport Security to have the site inspected.

- 2.3.3.10. The contractor shall not park any vehicles, nor store any construction materials, within six feet of the AOA perimeter fence.
- 2.3.3.11. If a temporary opening is made that would allow access into a Secure Area, the contractor shall erect a partition to prevent access from the public area until the area is inspected and approved by the Airport Security. The contractor shall not install any openings/doors that would allow access to the AOA unless approved and tested by the Airport.
- 2.3.3.12. All new Security doors or gates shall have the appropriate signs and be numbered using the County numbering system. In addition, all jetway stair doors are required to have 'restricted area' signage.
- 2.3.3.13. Any new building or structure that will be open to the traveling public shall host the Airport's public addressing system; contact Central Communication Manager, Jim Osborn (734) 942-5300, for additional information.
- 2.3.3.14. Concrete bollards shall be secured in front of any terminal building at all times. Movement of the bollards shall be coordinated with Airport Security.
- 2.3.3.15. Contractors are to maintain a Daily Issuance Log for all Non-photo ID Badges. Lost or Stolen ID's are to be immediately reported to the Airport Security (734-942-3606).
- 2.3.3.16. Dumpsters within the public area of terminal buildings are not allowed.
- 2.3.3.17. Prior to any area being opened to the public a security sweep of the area is required - contact Debra Sieg (734) 942.3746.

2.3.4. Security Card Access System Requirements.

Installation or relocation of Security Card Access System (SCAS) components must meet the following criteria:

- 2.3.4.1. Installation of any SCAS component shall be by a contractor authorized by the Security Access Control Maintenance Manager. Contact Craig Vander Wal, (734-247-7378) for installation requirements and additional information.
- 2.3.4.2. All parts and equipment associated with the access control system must be approved by the Security Operations Manager prior to

installation. Installation shall include all CCTV and graphics interfacing and SCAS programming.

- 2.3.4.3. The permit holder is responsible for all costs associated with installation of the Security Card Access System equipment.
- 2.3.4.4. The permit applicant shall obtain a 1-year warranty on all parts and service associated with the SCAS equipment and installation.
- 2.3.4.5. The system shall be designed and installed to prevent tampering with any of the SCAS components. This includes, but is not limited to, tamper resistant screws, tamper switches and key locks.
- 2.3.4.6. All wiring shall be in conduit and unless otherwise approved, **may not be exposed.**
- 2.3.4.7. The permit holder shall submit an addendum to the permit indicating the SCAS installation specifications and layout prior to start of work and shall provide As-Builts of the SCAS installation. The drawings shall be in AutoCAD format version 14 or higher.
- 2.3.4.8. All SCAS doors shall have door handles on both sides of door.
- 2.3.4.9. All fire rated SCAS doors require latching hardware per Fire Code.
- 2.3.4.10. As part of Permit Close-Out, the Security Operations Manager will complete and authorize a Performance and Installation Completion Form as part of the equipment and installation test. Unless otherwise approved by a Security Manager, the equipment may not be utilized until it is tested.
- 2.3.4.11. If an opening is made that would allow access into a Secure Area, the contractor shall erect a partition to prevent access from the public area until the SCAS door/gate has been approved and passed operational testing. The contractor shall not install any openings/doors that would allow access to the AOA unless approved and tested by Airport Security.
- 2.3.4.12. Power for all SCAS components shall be routed to a dedicated breaker panel with generator hook-up. Contact Airport Security for generator load requirements and connector specifications.

2.3.5. Fire System Interface

- 2.3.5.1. The fire system output for releasing the doors in an alarm state shall be interfaced with the Airport's SCAS panels in the specific zones. The fire system shall provide an alarm output relay for

both alarming and monitoring of the fire system status directly from the SCAS.

- 2.3.5.2. When the fire system activates, the system may release power to the maglock in the specific zone. All other functions of the card reader and door status monitoring shall not be affected.

2.4. Project Health and Safety

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

2.5. Elevator Usage

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

2.6. Monitoring of Construction Projects

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

2.7. Construction Site Maintenance

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

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

2.8. Delivery of Materials/ Debris Removal

Contractor is to coordinate staging areas for material storage and dumpster locations with WCAA Inspector as well as WCAA Operations. Dumpsters are to be covered at all times.

2.9. Project Coordination

2.9.1. It is the express obligation and duty of the Tenant to coordinate its contractors through cooperating and communicating with WCAA, other Tenants, or other contractors performing work at the project site. The Tenant and their contractors shall not impede, hinder, or delay any of the aforementioned parties in the performance of their work and shall remain solely and exclusively responsible for any damages or costs incurred as a result of any hindrance or delay.

2.9.2. It is the responsibility of the Tenant's contractor to coordinate its work with the work WCAA contractor(s). Additionally, the Tenant's contractor shall be required to utilize WCAA approved contractor(s) for performance of the

following Tenant improvement work unless specifically authorized by WCAA in writing:

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

2.10. Parking for Construction Workers

Parking will be assigned at the Pre-Construction meeting.

2.11. Storage of Materials

2.11.1. No hazardous materials may be stored on site.

2.11.2. Construction materials stored on the airfield must be contained within lockable storage trailers whenever possible.

2.12. Protection of Existing Conditions

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

2.13. Compliance with All Laws

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

2.14. Compliance with Environmental Laws

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

2.15. Compliance with State/County Health Department

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

2.16. Hot Work

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

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

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

2.17. Communications (Voice & Data)

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

2.18. Roof Work

All Tenant work involving the roof, including openings through the roof and mounting equipment upon the roof, shall first have the written approval of WCAA. All work shall be performed under the terms described in Section 4000 for roof penetrations and Article 2.9.2 of this section.

2.18.1. All rooftop equipment shall be factory painted to match the color of the base building equipment and shall not be taller than the base building equipment.

2.18.2. All roof hatches must be secured in a manner consistent with existing base building conditions (verify requirements with WCAA Security).

2.19. Plan Modifications

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

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

2.20. Project Close-out Requirements

- 2.20.1. When the Tenant determines that the space is substantially complete and ready for an inspection, the Tenant shall notify WCAA in writing a minimum of 48 hours prior to the requested inspection. Such request shall be accompanied by the mandatory submissions outlined in Article 4, Section 2000 of this manual. WCAA will schedule the inspection, review the improvements and prepare a Punch List of Deficiencies.
- 2.20.2. If WCAA determines that the space is substantially complete and may open, a written approval is given to the Tenant. Punch List items that are prerequisites to opening the store shall be completed and reviewed again with WCAA prior to opening. Failure to complete these items prior to opening will cause the premises to be closed until the remedial work is completed to the satisfaction of WCAA in its sole discretion.
- 2.20.3. Following the inspection, the Punch List will be issued by WCAA to the Tenant. Once the prerequisites to opening the constructed space (noted in 2.20.2) have been rectified, the WCAA will issue written authorization for the Tenant to open the premises for business.
- 2.20.4. When the Tenant has completed all Punch List items, the Tenant shall request a re-inspection of the space. WCAA shall schedule this re-inspection. The Tenant is required to complete all items identified on the Pre-Opening Punch List prior to the opening.
- 2.20.5. The Tenant is required to obtain a Certificate of Occupancy from the City of Romulus, and other jurisdictions having authority, prior to opening. Copy of the Tenant's Certificate of Occupancy must be submitted to WCAA representatives.
- 2.20.6. The Tenant is required to furnish As-Built drawing files and other documentation required by Section 3000 to the WCAA within 90 days of completion of the project.

EXHIBITS

EXHIBIT "A" – Construction Guidelines and Procedures for North Terminal Tenants

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

Construction or Alteration Permit/Insurance & Bonds

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

Security Badging Process

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

Construction Contractor Staging Area & Employee Parking

- WCAA will allocate the site for each Contractor staging and parking.
- Contractor Access to AOA Through Security Checkpoint #1.

AOA Access

- AOA access is presently available between the hours of 10:00 p.m. and 5:00 a.m. (night hours) seven (7) days a week.
- All deliveries of materials, equipment, tools, etc., shall take place exclusively through Gate #26 during "night hours".
- Existing Checkpoint #1 hours are subject to change without prior notice to contractor. Tenant/Contractor may be responsible to secure guard services at their expense to facilitate deliveries through this Checkpoint. Guard Service Request Authorization forms may be obtained from the WCAA Credentials Office.

Materials/Equipment/Tools

- Guard Services will be required at the Tenant's/Contractor's expense during the unloading of materials, equipment, tools, etc., into the North Terminal Building at Apron Level through the delivery door at the terminal loading dock. It is the Tenant/Contractor's responsibility to obtain approval from the Airport Authority's Credentials Office to have card reader access to open the delivery door at this location.
- Large materials, equipment, etc., shall be brought into the North Terminal from the roadway through the front doors. NOTE: Front door is at "Gate Level". Contractor is responsible for providing means to lift materials to the "Gate Level". Prior coordination with WCAA Inspector.
- All materials and tools are required to be delivered to the construction site, stored and secured behind construction barricades at all times.
- Trash shall be held behind construction barricades and removal from construction site will be through the loading dock, exiting through Checkpoint #1 during "night hours" NOTE: If the

Contractor needs to leave a dumpster overnight. The Contractor shall provide a tarp to cover the dumpster to prevent debris from spreading through the aircraft area.

- The Contractor is required to utilize only soft (non-skid, non-marking) tire transportation devices for the hauling of materials, tools, equipment, trash, etc., across the terrazzo floor in the Terminal. Material hauling must be approved by WCAA.
- The Contractor is ultimately responsible for damage protection of the existing terrazzo painted gypsum board and stainless steel surfaces as well as all other base building materials. Any damage caused to these surfaces during mobilization onto construction site through clean up and completion of project will be repaired at the Contractor's expense.
- In the event specialized tools or unscheduled trades are required on site, the Airport Tenant may make arrangements with the Contractor to meet at Passenger Screening Checkpoint to receive, transport and deliver tools, etc. to the secured job site. Tenant will be responsible for inspecting all equipment before accessing the sterile corridor. Contractor will proceed through Passenger Screening Checkpoint and will not receive these tools, equipment until arriving at the construction site. The Contractor, in this case will require visitor Badges and will have to be escorted by someone with a photo ID Badge.

Employee Access to Site

- The Contractor is responsible for the transportation of employees from the designated parking area to the North Terminal. A large passenger van is recommended for transporting and pick-up at the start and end of the work shift. **Please note that No Parking will be allowed for this vehicle near the terminal.**
- The Contractor's employee access during Normal Screening Checkpoint hours shall be through the arrivals level between the hours of 4:00_a.m. to 9:00 p.m.
- The Contractor's employee access during the hour of 9:00_p.m. to 4:00_a.m. will be through the domestic gate level-screening checkpoint.
- All Contractors are subject to search at the Passenger Screening Checkpoint.
- Valid state-issued photo identification will be required at the checkpoints for all Contractors who possess non-photo Contractor badges ("C-Badges") or visitor badges. These individuals will be required to be "escorted" at all times by a "Badged" employee while in the terminal.
- No tools, materials, equipment, etc., will be permitted to enter through the passenger screening checkpoint.
- Contractor's employees shall not utilize the public area including Holdrooms for breaks, to eat lunches, congregate or to hold meetings of any kind.

Hours of Construction

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

Pre-construction Meeting

- The Contractor is responsible to schedule pre-construction meeting through properties, planning and facilities – Airport Inspectors Office.
- The Contractor is responsible for notification to WCAA personnel of upcoming meetings.
- The Contractor will provide contact name and telephone number to the WCAA, for emergency access to the construction site.

Construction Inspections

- The Contractor will schedule required inspections through Properties, Planning and Facilities – Airport Inspector's Office.
- The Airport Inspector's Office will coordinate site inspections with WCAA personnel.

Base Building Access

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

Base Building Modifications

- The Contractor must coordinate base building modifications with WCAA's Airport Inspector's office and the Base Building contractor prior to performing work.

EXHIBIT "B" – Tenant's Checklist

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

Item No.	Description	Date Received	Complete		Comments
			Yes	No	
1	Designers 1. Architectural 2. Mechanical 3. Electrical <i>Address & Phone Numbers Required</i>				
2(a)	Contractors and Subcontractors <i>Address & Phone Numbers Required</i>				
2(b)	Labor Affiliations				
3	Signed Lease Document c/w Related Terminal Drawings				
4	Designs Approved by All Authorities Having Jurisdiction				
5	Landlord's Work for Tenant <i>(List – Mechanical, Electrical, Flooring, etc.)</i>				
6	Contractor's Insurance Certificate				
7	Design & Construction Schedule • Dates for Key Landlord Work				
8	Pre-Construction Meeting • Landlord/Tenant Contractor • Concession Architect Agenda: • Site, General • Common Areas • Labor Status • Schedule • Tenant Work Authorization Forms • First Aid Services • Access to Site Agenda (cont'd): • Laydown Area				

	<ul style="list-style-type: none"> • Parking (continued on next page) • Safety • Security • Garbage • Clean Up • Damage • Hours of Work • Temporary Services • Tenants Not Permitted to Work Outside the Tenant Space 				
9	Pre-Construction Inspection <ul style="list-style-type: none"> • Deficiency List 				
10	Orientation of Site Personnel				
11	WCAA Construction/Alteration Permit				
12	City of Romulus Building Permit				
13	Letter of Credit				

Completion

Upon completion of tenant fixturing, tenant must complete and produce the following prior to occupancy and use of the premises.

1. Occupancy Permit
 - Final Acceptance from Authority Having Jurisdiction
 - Final Air Balance Report
 - Final Sprinkler Report
 - Fire Alarm and Life Safety Systems Report
2. As-built drawings and specifications.
3. Settle all accounts and pay all charges associated with the project.
4. Provide waiver of liens from contractor with final costs paid to each contractor.

EXHIBIT "C" – Standard Temporary Construction Barricade

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

Materials

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

Note: Depending on the area of work, working conditions, time frame and phasing, special consideration shall be given for plywood barricades (constructed of fire retardant plywood and framing per local governing building code). This condition may also apply to pre-finished gypsum board. These configurations may only be used upon WCAA approval.

5. Plywood shall be fire retardant with A/D surface finishes, 1"x4" base and head trim and 2"x1/2" battens covering the vertical joints between sheets. ("A" surface facing public side)
6. A door with a metal frame, including stops around frame, and cipher lock hardware shall be installed to swing into the space under construction. Door and frame shall be painted to match drywall. Provide cipher codes to the WCAA Inspector prior to the start of construction.
7. Paint colors for the plywood panels and the wood trim shall be submitted to WCAA for approval (2 colors required, 1 for panels and 1 for trim).
8. WCAA approved graphics or signage may be allowed on the exterior of the construction barricade.
9. The Building Permit and WCAA C/A permit shall be framed and secured to the tenant side of the construction barricade, close to the construction door.

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

Height

The barricade shall be twelve (12) feet in height. Full height barricades are required for construction projects, which, due to their scope, produce excess noise, dust and/or odors.

Screening

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


EXHIBIT “D” – Employee Access Control Photo ID Badge Application

This document will be provided by the WCAA.

EXHIBIT “E” – Company Vehicle Access Form – Airfield

This document will be provided by the WCAA.

EXHIBIT "F" – CONSTRUCTION OR ALTERATION (C/A) PERMIT

	APPLICATION FOR CONSTRUCTION OR ALTERATION Wayne County Airport Authority For Detroit Metropolitan Wayne County and Willow Run Airports (Airport Tenants only)	For Airport Use Only
		C/A Permit No.
		WCAA Reference No.
<p>INSTRUCTIONS: Use this form to apply for a Wayne County Airport Authority Construction/Alteration Permit to construct, enlarge, renovate, alter or remove any site or facility within the limits of Detroit Metropolitan Wayne County Airport or Willow Run Airport. This application must be accompanied with ten (10) sets of design reports, plans and specifications that describe the proposed work. Send completed application with original signature and accompanying documentation to: Wayne County Airport Authority; Planning, Facilities Management and Construction Office; Detroit Metropolitan Wayne County Airport; L.C. Smith Terminal – Mezzanine; Detroit, Michigan 48242. Application must be typed or printed using ink.</p>		
1. Applicant Information (Tenant)		
a. Official Name of Applicant (<i>Airport Tenants only</i>)		
b. Mailing Address (<i>Number, Street, City & Zip</i>)		
c. Applicant's Contact Person (<i>Authorized employee/agent</i>)		
d. Phone ()	e. Phone ()	f. E-mail address
2. Contractor Information		
a. Prime Contractor (<i>or other to perform work</i>)		
b. Mailing Address (<i>Number, Street, City & Zip</i>)		
c. Contact Person		
d. Phone ()	e. Fax ()	f. E-mail Address
3. Proposed Project Information		
a. Name of Building/Site to be Altered	b. Airport Building Number	c. Airport (<i>Check one</i>) <input type="checkbox"/> DTW <input type="checkbox"/> YIP
d. Area/Space of Building/Site affected by Proposed Project	e. Purpose of Construction or Alteration	
f. Description of Work to be Performed (<i>use additional sheet if necessary</i>)		Check Box if Additional Sheet is Attached <input type="checkbox"/>
g. Estimated Design/Engineering Cost (<i>US Dollars</i>) \$	h. Estimated Construction Cost (<i>US Dollars</i>) \$	
i. Estimated Furnishing/Equipment Cost (<i>US Dollars</i>) \$	j. Bond Amount, if applicable (<i>US Dollars</i>) \$	
k. Submitted with this Construction or Alteration Application are the following: <input type="checkbox"/> FAA Form 7460-1 <input type="checkbox"/> Insurance Certificate <input type="checkbox"/> Performance Bond <input type="checkbox"/> Labor and Material Bonds		
4. Applicant Authorization		
<p>All work shall be done at no expense to the Wayne County Airport Authority or the County of Wayne, and the applicant agrees to reimburse said Authority and County for damage to property of the Authority and the County. Applicant assumes any and all liabilities and further agrees to (1) Save harmless and indemnify the Airport Authority and the County; (2) Comply with all conditions under which a Construction or Alteration Permit is granted; (3) Pay the Authority any required review, inspection and permit fees within ten days of billing therefore, (4) Notify the Authority's Planning and Capital Improvement Office of the date the above work is to be commenced and the date the work is to be completed.</p>		
a. Applicant's Signature (<i>Airport Tenants only</i>)		b. Date
c. Applicant's Name		d. Title

INSTRUCTIONS FOR COMPLETING WCAA CONSTRUCTION/ALTERATION PERMIT APPLICATION:

1. **APPLICANT INFORMATION (Tenant)**
 - a. Indicate complete, official name of tenant only.
 - b. Provide full address of tenant's primary contact person. Must be an employee of the tenant.
 - c. Provide full name, and title of tenant's primary contact person.
 - d. Phone number of tenant's primary contact person.
 - e. Fax number for tenant's primary contact person.
 - f. E-mail address for tenant's primary contact person.

2. **CONTRACTOR INFORMATION**
 - a. List name of contractor/company hired under contract with the tenant listed in Section 1. This entity will be responsible for obtaining bonds and insurance only for the project listed in Section 3 (see insurance and bond requirements).
 - b. Provide complete mailing address of prime contractor listed in 2a.
 - c. List prime contractor's main contact person or field contact person for this project. This person must be responsible for coordinating all daily activity as well as providing needed documentation including drawings, bonds, insurance, punch lists and any correspondence for the project listed in Section 3.
 - d. Phone number for contact person listed in Section 2c.
 - e. Fax number for contact person listed in Section 2c.
 - f. E-mail address for contact person listed in Section 2c.

3. **PROPOSED PROJECT INFORMATION**
 - a. Actual name of structure or building site (surrounding area of building) where modification is being requested.
 - b. Provide official Airport building number as assigned by the WCAA.
 - c. Check appropriate box to indicate airport location of work to be performed, i.e., DTW – Detroit Metropolitan YIP – Willow Run.
 - d. List official space/room number for site, as assigned by the WCAA. If this is not available, indicate building area where construction/alteration is being requested or a description of the area, on site, which will be affected by the modification.
 - e. Briefly indicate the goal to be accomplished by the project.
 - f. Describe the work to be performed, including a summary of tasks involved to complete the project. If this is a Maintenance project, provide list of Maintenance tasks required. Check Box and attach sheet if additional space is needed in order to accurately describe all work required and tasks involved.
 - g. Provide an estimate of all costs (U.S. dollars) associated with the development of construction documents relating to the project.
 - h. Provide an estimate of contracted costs (U.S. dollars) anticipated to develop the project through completion.
 - i. Check box and submit appropriate documentation, as required, with the application:
 - FAA Form 7460-1 - Must be completed and filed with the FAA for an airspace review only if the scope of work is outside an existing structure and involves the use of construction equipment which has the potential to be higher than the structures adjacent to the area of work, i.e., a crane, scaffolding, lift, backhoe, etc.
 - Insurance Certificate – Refer to “Insurance and Bonds Requirements” attachment. As specified in the attachment, proof of insurance is required when a contractor is planning to perform work within the jurisdiction of the WCAA. If direct employees of the tenant are performing the work, insurance will not be required.
 - Performance Bond and Labor and Material Bonds - Refer to “Insurance and Bonds Requirements” attachment. As specified in the attachment, these Bonds may be required to be issued by the contractor.

NOTE: Other specific requirements may be assigned by the WCAA on a case-by-case basis.

4. **APPLICANT AUTHORIZATION**
 - a. Application must be signed by person shown as applicant's contact person in Section 1c.
 - b. Indicate date application was signed.
 - c. Print or type legal name of applicant's contact person per signature in 4a.
 - d. Provide corporate title of applicant's contact person within tenant's organization.

Exhibit “G” – Hot Work Permit

This document will be provided by the WCAA Fire Marshal.

Exhibit “H” – Detroit Metropolitan Wayne County Airport Procedures for Badging Contractors

Contractor ID Badges may only be issued for approved Airport construction projects. Contractors will be required to provide Airport Security with a copy of an approved Wayne County Construction and Alteration Permit (C & A Permit), CIP Project Letter or MDOT letter before accessing the construction site.

All persons who enter a Restricted Area or the Air Operations Area (AOA) must have in their possession a valid Airport Identification Badge. Persons with a valid photo ID Badge will be allowed unescorted access to construction sites in Restricted Areas and on the AOA. Persons with non-photo ID Badges must be escorted at all times by someone with a photo ID Badge. (This escort is required when moving to and from a Restricted Area or AOA construction site and while on the site).

In addition, Ramp Drivers Safety Training is required prior to driving on the AOA. Contact Airfield Operations at 734-942-3832 to schedule the training.

OBTAINING CONTRACTOR BADGES:

CONTRACTOR INFORMATION SHEET

The contractor or sub-contractor must complete the Contractor Information Sheet. The information provided will permit the Airport Credentials Office to properly track contractor access and Badging requirements.

SUB CONTRACTOR INFORMATION

As part of identifying which contractors are involved in each contract, the **Prime Contractor** must provide a list identifying all sub-contractors under the project (***In the case of the Prime Contractor, the tenant the prime is providing service to shall provide an introduction letter identifying the company as the Prime Contractor and authorization for access.***). It is the responsibility of the Prime Contractor to update this information as additional subs are added to the project (Badging for the sub-contractors may not be processed until all information is provided.). This sub-contractor letter may be mailed or faxed, but must be on company letterhead.

BADGE APPLICATION FORM

At a minimum, all contractor foremen and supervisors must obtain photo ID Badges. All persons requesting photo ID badges must complete the “**BADGE APPLICATION FORM**”. (NOTE: There is no application for non-photo ID Badges - request the number of non-photos needed in the Letter of Introduction. Individuals with non-photo ID badges must be escorted at all times.)

- a. All information must be completed and the application signed by the applicant (**BLACK INK ONLY**).
- b. In addition to the application process, all persons obtaining photo Badges are required to undergo a FBI-based criminal history check and Security Training prior to obtaining a Badge. (See “Badging Information” Packet).
- c. Two (2) forms of Identification, one of which must contain a photo and one must have been issued by a government agency, are required for processing of the applicant. (See “Badging Information” Packet).

DELEGATION OF AUTHORITY FORM

Complete the top portion of the Form and have the airline/tenant you are working for complete the bottom portion of the Form. This will allow the individuals listed on the form to authorize issuance of badges on behalf of the tenant or airline you are working for. It is the responsibility of the "Authorizing Signer" to verify that information on the application is correct and that the applicant is a current employee of the company and requires an Airport Photo ID. **Only a person possessing a DTW Photo ID Badge may be an Authorizing Signer.**

VEHICLE ACCESS

All vehicles must display a Vehicle Pass at all times while operating on the AOA or Restricted Area. These Passes are issued by the Airport Construction Office. Contact them at 734-942-3823 for further information.

All individuals operating a vehicle on the AOA must have completed and passed the driving section of the Security Training Test in addition to completing the Ramp Driver Safety Training provided by Airfield Operations (734-942-3832).

CONTRACTOR BADGE FEES

All Contractor badges require a \$300 deposit (refundable) and a \$20 processing fee (non-refundable) for each Badge, photo or non-photo. Payment should be made in the form of a Company check. Checks should be made out to "**Wayne County Airport Authority**". There is a \$300 deposit and a \$20 processing fee for replacement badges. ID Badge renewals cost \$15 and can be paid by cash, check, money order, or credit card.

Deposits collected on badges and keys will be forfeited if the badge/key(s) is not returned within 6 (six) months from the date of separation/deactivation.

ACCESS TO THE AOA OR RESTRICTED AREA

Access will be granted for the work area of the specified project only. If access is required into an Airline or tenant's leased space, the airline/tenant must submit a letter to the Airport authorizing the locations the contractor may have access to.

RETURN OF BADGES

All badges must be returned to Airport Security at the completion of the project or upon completion of the contractor portion of the project. Badges may not be held for warranty work. Refunds of the \$300.00 Badge deposits will be initiated upon return of Badges (allow 3-5 weeks for processing). All refunds will be returned to the Badged Company only. Refunds cannot be returned to an individual or to another contractor. Badges must be returned to Airport Security – Credentials Office within 6 months. Failure to return a badge within the 6 (six) month period will result in forfeiture of the \$300.00 deposit.

RULES FOR CONTRACTORS

The following requirements are derived from the Airport Security Plan and the Airport Ordinances and relate directly to contractor operations. The contractor and his employees are responsible for being aware of all the regulations that apply to operating on the Airport (not just to those detailed below).

1. It is the responsibility of the Contractor to maintain a barrier between public, Air Operations, Sterile and Restricted Areas. The contractor shall not prop open any doors or gates, which lead to a Restricted Area without prior approval by Airport Security.
2. The contractor shall not cut or remove any AOA fencing or create **any** opening which allows access to the AOA, Sterile, or Restricted Areas without prior approval of Airport Security. (If a temporary opening is made that would allow access into a Secure Area, the contractor shall erect a partition to prevent access from the public area until the area is inspected and approved by the Airport Security Unit.)
3. The contractor shall not install any openings/doors that would allow access to the AOA unless approved and tested by the Airport.
4. Individuals with Airport Photo ID Badges are responsible for being aware of the rules and procedures that apply to unescorted access privileges, as identified in the Airport Security Video, Security Pamphlet, and Contractor Rules and Regulations.
5. It is the prime contractor's responsibility to inform all his employees and sub-contractors of all security rules.
6. The Transportation Security Administration (TSA) monitors and tests the security at the Airport on a continuous basis. Violations of the Security Plan may result in a TSA violation and civil penalty of up to \$1,100.
7. If the Airport is assessed a civil penalty due to a security violation caused by the contractor, his employees or sub-contractors, the penalty will be passed on to the contractor.
8. It is a violation of the Airport Ordinances for an individual to loan another individual their Airport Photo ID, or to give any unauthorized individual a code or key that would allow access to the AOA or Restricted Area.
9. Violation of the Airport's Security Plan or Ordinances may result in the permanent suspension of access privileges, and possible civil or criminal penalties.
10. All individuals working inside or traversing the Air Operations Area (AOA), Sterile Area or Restricted Area shall have Airport issued Identification Badges. Unescorted access requires a photo ID Badge. (Allow two weeks for processing and security clearances.) Contractors may contact the Airport Security Credentials Office for specific Badge processing procedures. (734) 942-3606.
11. Contractors are to maintain a Daily Issuance Log for all Non-photo ID Badges.

12. Lost or Stolen ID's are to be immediately reported to the Airport Security Unit (734-942-3606).
13. All contractor employees with non-photo Airport ID Badges must be escorted at **all times** while on the AOA. It is the escort's responsibility to control those being escorted and to make them aware of any security requirements. (Workers issued non-photo Airport ID Badges may be subject to additional security clearances prior to entering the AOA or Sterile Areas)
14. Once the contractor's portion of the project is complete, all Airport ID badges shall be returned to the Airport Credentials Office. Airport ID Badges are issued for, and allow access to, **approved** construction projects as indicated in the Contractor's Letter of Introduction. Badges may not be retained for warranty work.
15. Secured Area access authority is for those activities related to the Airport approved project(s) for which the contractor is assigned. The contractor is prohibited from bringing personnel not directly working on the approved project(s) into the AOA, Sterile, and Restricted Areas.
16. Access through security doors and gates can be coordinated by contacting Airport Security. A letter for the permit holder authorizing specific door access within their leased space is required. Access to other tenant or airline location requires the permission of the specific lease-holder. Accessing doors or gates not specifically approved by the Airport is prohibited.
17. Entry and exit to AOA job sites shall be through manned vehicle checkpoints unless otherwise approved by Airport Security. Foot traffic via the vehicle checkpoints is strictly prohibited.
18. Airport ID Badges, both photo and non-photo, must be displayed on outer garments at all times while on the AOA or in the Restricted Areas.
19. Allowing an unauthorized/unbadged person into a Restricted, Sterile, or onto the Air Operations Area (AOA) is a serious violation of the Airport Security Plan and the Airport Ordinances.
20. The contractor shall prevent unauthorized pedestrian or vehicular access to the Airfield or Restricted Area from the construction site. Piggybacking is prohibited.
21. Contractor access is restricted to only the permit construction site and is not permitted access to any other Airfield or Restricted Area. All Airport ID Badges are to be returned when the contractor is completed on the project.
22. Challenging is an inquiry into whether an individual is authorized to be on the Air Operation Area (AOA) or in a Restricted Area. All employees are required to challenge unauthorized/unbadged individuals.

23. When not working, contractors are not permitted to access the AOA or Sterile Areas. The contractor is not permitted to utilize Airport ID Badges other than for specific work related activities at the Airport.
24. When travelling all workers must submit to passenger screening. The contractor is not permitted to bypass screening by bringing individuals or objects into the Sterile Area that will be going on a flight.
25. The contractor is **not** permitted to bring tools through a Security Screening Checkpoint. All tools while in the Sterile Area (beyond screening) shall be attended or secured in a locked toolbox. Materials that may be used as a weapon must be secured or attended at all times.
26. The contractor is not permitted to carry liquids, gels, or aerosols into the sterile area except for those liquids, gels, and aerosols that are necessary for operational or medical needs.
27. Ladders, scaffolding, equipment, or any other items that would allow an individual to gain access to the AOA, Sterile, or Restricted areas must not be left unattended.
28. The contractor shall not park any vehicles, nor store any construction materials, within six feet of the AOA perimeter fence, nor leave any vehicle or containers unattended within 300' of a terminal building.
29. To prevent possible explosive or incendiary devices from being hidden in areas close to Airport facilities, equipment, aircraft, or vehicles, all containers (tool boxes, storage containers, material trailers, dumpsters, porta-johns) shall not be left unsecured or unattended in public areas.
30. The contractor is not to paint over or tamper with any component of the Access Control System unless authorized by the Systems Manager.
31. Due to the sensitive nature of the information detailing Airport layout and security controls, control of construction drawings and specifications shall be maintained at all times.
32. The contractor shall not park any vehicles, nor store any construction materials within six feet of the AOA perimeter fence or adjacent to any building that forms part of the Airport perimeter.
33. All construction/installation vehicles, while on the AOA, shall have a DTW card displayed on the dashboard while positioned on the AOA. The DTW cards may be obtained from the Airport Airfield Operations Department.
34. All construction/installation vehicles shall display company logo affixed to the drivers' and passengers' door (Logos shall be no less than 12" x 12" and can be magnetic, printed or pasted on, but must be commercially made).

Exhibit "I" – Vehicle Access and Operations Construction Office

Vehicle Access

Contact Airport Operations at (734) 942-3685

1. No vehicle may be driven on the AOA/restricted area unless:
 - a. The driver of the vehicle has a valid airport **photo** ID badge, and;
 - b. The vehicle displays authorized "DTW" (vehicle permit) on its dashboard at all times, and;
 - c. The vehicle displays the company logo affixed to the exterior of the driver's and passenger's door and;
 - i. Logos shall be no less than 12" x 12";
 - ii. Logos can be magnetic, printed or pasted on, but must be commercially made.
 - d. The driver has taken and passed the written "Ramp Drivers Test".
2. Issuance of permanent vehicle permit – "DTW"
 - a. A letter requesting vehicle access must be sent to the Airport Operations Department from the Tenant or prime contractor. (If a subcontractor is required for the project, the letter must still come from the Tenant or prime contractor). The letter must contain the following:
 - i. Location of the project;
 - ii. Construction of Alteration (C/A) permit number;
 - iii. Vehicles requiring access (make, model, and license plate number)
 - iv. Proof of Insurance.
 - b. Only those vehicles that are essential for the job will be authorized to have permits, i.e. vehicles for the sake of convenience will not be permitted – example: tool vehicle.
3. Transient construction vehicles will be issued a temporary DTW vehicle permit at the WCAA Operations construction office.
 - a. Those companies on the approved "Vendors List" and drivers who have a valid photo ID badge with the ramp driving endorsement will be assigned a temporary DTW vehicle permit and will be allowed to proceed **unescorted** to their destination.
 - b. Those companies not on the approved "Vendors List", not having photo identification, or the ramp driving endorsement, will be issued a temporary DTW vehicle permit and a temporary visitor ID badge, and will require an escort from the vehicle checkpoint to their destination, and until they exit the secured area. Escorts will be provided by the contractor or sponsoring Tenant.
 - c. Temporary DTW's and badges must be returned to the guard at the vehicle checkpoint upon exiting.

Ramp Driving Test

Contact Airport Operations at (734) 942-3685

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

Escorting

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

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

Communications

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

Issuance of Keys

1. Any contractor requesting keys to a gate or door may obtain a "Key Request Form" from WCAA. This form identifies the door or gate number involved, along with the number of keys necessary. Once completed, it should be returned to the Airport Security Department.

2. Locks and keys will only be issued to "Prime" contractors, not subcontractors.
3. There is a refundable \$100.00 deposit for the use of each perimeter gate lock and two keys. Additional keys require an extra deposit of \$5.00 each. There is no deposit for door keys.
4. Each key will be serialized, and the contractor, prior to issuance, must provide the Airport Security Department with the names of the individuals who will be holding the keys. Only those individuals with photo badges will be allowed to have keys.
5. When the lock and keys are no longer needed, the keys should be returned by the contractor to the Airport Security Department for a refund of the original deposit.

Tenant Construction Office and Employee Parking

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

Doors and Gates

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

Challenging

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

1. Challenge an individual if they are not displaying and airport ID badge while in a restricted areas.
2. If proper identification cannot be produced, the Wayne county Sheriff's Department (942-3600) and the Airport Operations Department (942-3685) should be notified.

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

Exhibit "J" – WCAA Approved Backflow Prevention Devices

APPROVED BACKFLOW DEVICES AFTER APRIL 1999

Approved Reduced Pressure Principle Type

Manufacturer	Model	Sizes	State Plumbing Board Approval-Cert. Issue Date
AMES COMPANY	Models: 4001 SS 4001 SSN 4001 SSZ 5001 SS 5001 SSN 5001 SSZ	3", 4", 6"	10/27/99-

***Approved Double Check Valve Assemblies (or equivalent)
(low hazard application)***

Manufacturer	Model	Sizes	State Plumbing Board Approval-Cert. Issue Date
CONBRACO INDUSTRIES	CBBP	1/4", 3/8"	06/01/99 – 07/07/99
AMES COMPANY	Models: 2001SS 2001 SSN 2001 SSZ 3001 SS 3001 SSN 3001 SSZ	3", 4", 6", 8"	10/27/99 –

Approved Pressure Vacuum Breakers

Manufacturer	Model	Sizes	State Plumbing Board Approval-Cert. Issue Date
CONBRACO INDUSTRIES	PVB	1/2", 3/4", 1"	06/01/99 – 07/07/99
CONBRACO INDUSTRIES	SVB Series 4W-500	1/4", 3/8", 1/2"	03/21/00 – 05/03/00

Approved Ballcock Assemblies

Manufacturer	Model	Sizes	State Plumbing Board Approval-Cert. Issue Date
American Standard	3198		
HERSEY-SPARLING METER COMPANY	Beeco Model 6CM Beeco Model 10 Beeco Model 10V Beeco Model 12 Beeco Model 14 Beeco Model FRP Beeco Model FRP II	8", 10" 1", 1-1/4", 2", 3", 4" 3" 3/4" 3/4", 1", 1-1/2", 2", 2-1/2", 3" 3/4", 1" 3/4", 1", 1-1/4", 1-1/2", 2"	08/20/81 – 09/17/81 06/26/64 03/16/77 – 04/20/77 03/16/77 – 04/20/77 08/20/81 – 09/17/81

Manufacturer	Model	Sizes	State Plumbing Board Approval-Cert. Issue Date
LAWLER I.T.T. (See Braukmann Controls Corporation)	RZ3	3/4"	05/08/75
	RZ4	1"	05/08/75
	RZ5 1-1/2"		05/08/75
	RZ6	1-1/2"	05/08/75
	RZ8	2"	05/08/75
	RZ12	3"	12/21/77
	RZ16	4"	12/21/77
	RZ24	6"	12/21/77
	RZ32	8"	12/21/77
	RZ40	10"	12/21/77
MUELLER	H 9506 RPZ	4", 6", 8", 10"	06/11/85 – 06/27/85
NEPTUNE WATER METER COMPANY (See Wilkins Regulator Company, a Division of Zurn Industries)			
ORION INDUSTRIES (Formerly – Toro)	80-0059	3/4"	02/25/76 – 03/17/76
	9-2770	1"	02/25/76 – 03/17/76
	80-0069	1-1/2"	02/25/76 – 03/17/76
	9-2929	2"	02/25/76 – 03/17/76
	BRP	3/4", 1"	09/21/77
	BRP	3", 4"	04/19/79 – 05/18/79
RAIN BIRD BACKFLOW PREVENTION (Manufactured by Watts Regulator)	RP-075	3/4"	05/13/76 – 06/09/76
	RP-100	1"	05/13/76 – 06/09/76
	RP-125	1-1/4"	05/13/76 – 06/09/76
	RP-150	1-1/2"	05/13/76 – 06/09/76
	RP-200	2"	05/13/76 – 06/09/76
	RP-250	2-1/2"	05/13/76 – 06/09/76
	RP-300	3"	05/13/76 – 06/09/76
	RP-400	4"	05/13/76 – 06/09/76
	RP-600	6"	05/13/76 – 06/09/76
	RPA Series	3/4", 1", 1-1/4", 1-1/2", 2", 2-1/2", 3", 4", 6", 8", 10"	05/06/82 – 05/13/82
RICHWELL VALVE COMPANY	Commercial Model BF	3/4", 1"	10/08/74
ROCKWELL INTERNATIONAL	701 RP	1-1/2", 2", 2-1/2", 3", 4", 6"	02/16/78 – 03/15/78
ROYAL COACK BUCKNER	24000 Series	3/4", 1", 1-1/4", 1-1/2", 2"	06/06/90 – 07/11/90
SINGER (Merrix Sales, Inc.)	53-BP	1/2", 3/4", 2-1/2", 3", 4", 6", 8", 10"	05/18/78 – 06/28/78

Manufacturer	Model	Sizes	State Plumbing Board Approval-Cert. Issue Date
WATTS REGULATOR COMPANY	Series 900	3/4", 1", 1-1/4"	01/14/72
	Series 900	1-1/2", 2"	02/23/72
	Series 900	4"	09/12/74
	Series 900	2-1/2", 3", 6"	03/09/76 – 03/17/76
	Series 909	4", 6", 8", 10"	06/12/80 – 07/10/80
	Series 909	3/4", 1", 1-1/4", 1-1/2", 2"	07/16/81 – 07/23/81
	Series 909	2-1/2", 3"	12/10/81 – 01/14/82
	Model 009	3/4", 1", 1-1/4", 1-1/2", 2"	12/07/88 – 01/04/89
	Model 009	2-1/2", 3"	06/06/90 – 07/11/90
	Model 009	1/2"	10/26/90 – 11/04/90
	WILKINS REGULATOR COMPANY (a Division of Zurn Industries)	Model 575	3/4", 1", 2"
Model 575		3", 4", 6"	09/11/80 – 11/07/90
Model 575		1-1/4", 1-1/2", 2-1/2"	09/19/90 – 11/07/90
Model 975		3/4", 1", 1-1/4", 1-1/2", 2", 3", 4", 8"	07/11/91 – 09/04/91
Model 975		6", 10"	09/01/94 – 11/09/94
Model 975-DA		2-1/2", 3", 4", 6"	09/01/94 – 11/09/94
Model 975-XL		1/4", 3/8", 1/2", 3/4", 1", 1-1/4", 1-1/2", 2"	09/01/94 – 11/09/94
Model 975-XLU		3/4", 1", 1-1/2", 2"	09/01/94

Exhibit "K" – FAA Accessibility Key Provisions Attachment

1. 49 Code of Federal Regulations (CFR) section 27.71 addresses airport facility accessibility and assistance to persons with disabilities with respect to terminal facilities and services owned, leased or operated on any basis by commercial service airports. This includes parking and ground transportation facilities.

Airport operators shall ensure that terminal facilities and services shall be readily accessible to and usable by persons with disabilities, including those who use wheelchairs. The standard for accessibility for airports is the Americans with Disabilities Act Accessibility Guidelines (ADAAG), including section 10.4.1, New Construction, concerning airport facilities.

The airport shall ensure that there is an accessible path between the gate and the area from which the aircraft are boarded.

Inter-terminal transportation systems, including, but not limited to, shuttle vehicles and people movers shall comply with applicable requirements of the DOT's ADA rules.

2. Department of Transportation (DOT)/Federal Aviation Administration's (FAA) regulation implementing Section 504 of the Rehabilitation Act of 1973, as amended, in its Federal financial assistance programs is found at 49 CFR, Part 27. Section 27.72 and Air Carrier Access rules (14 CFR section 382.40) require airports and airlines to negotiate agreements ensuring that boarding lifts are available to assist passengers with disabilities in boarding certain aircraft that have a capacity of 19 or more seats where level-entry boarding is not available. The agreement should address respective responsibilities of the airport sponsor and the air carrier. Please ensure that you have these agreements in place with all carriers serving your airport whose aircraft are boarded from the tarmac. Airport sponsor personnel providing boarding assistance for passengers shall ensure that they are trained to proficiency in the use of the boarding assistance equipment used at the airport and appropriate boarding assistance procedures that safeguard the safety and dignity of passengers.

Primary airport sponsors, in cooperation with air carriers, should provide to persons with disabilities boarding assistance using mechanical lifts, ramps, or other suitable devices that do not require employees to lift or carry passengers up stairs. This is appropriate where level entry boarding by loading bridge or mobile lounge is not available, such as aircraft boarded from the tarmac via airstairs.

3. 49CFR section 37.33 addresses airport sponsor responsibilities under titles II and III of the ADA to airport transportation facilities providing designated public transportation or fixed route transportation systems.

Private jitney or shuttle services that provide transportation between the airport and destinations in the area in a demand-response and route deviation mode should provide accessible services

Airport sponsors contracting or licensing or permitting taxi services or other ground transportation should be aware of ADA accessibility requirements and in conjunction with

any local authority, should hold these transportation services to appropriate ADA standards. Taxi providers using a vehicle other than an automobile must have an accessible vehicle unless they can demonstrate equivalency as provided in 49 CFR Part 37. However, taxi providers using automobiles may not discriminate against persons with disabilities who are able to use the automobile.

4. The DOT's Air Carrier Access Act regulations at 14 CFR Part 382 outline air carriers' responsibilities for airport facilities and services that they own, lease, operate, or otherwise control. Contracts or leases between air carriers and airport operators concerning the use of airport facilities should identify the respective responsibilities for providing accessible facilities and services to individuals with disabilities.
5. Special Federal Aviation Regulation (SFAR) No. 106, Use of Certain Portable Oxygen Concentrator Devices Onboard Aircraft, dated July 12, 2005, and effective August 11, 2005, permits passengers to use certain portable oxygen concentrator devices on aircraft, provided certain conditions in the SFAR are satisfied. However, no aircraft operator is required to allow passengers to operate these devices onboard. Permitting certain portable oxygen concentrator devices is necessary to address the traveling needs of people on oxygen therapy. Should the passenger use a personal oxygen device or oxygen supplied by an outside provider, the airport operator, the passenger, and the supplier of medical oxygen (if any) should coordinate services to ensure passenger coverage both at the terminal and on the aircraft.
6. Per 49 CFR section 37.167(d), airports must permit service animals to accompany individuals with disabilities. Guidance concerning service animals in air transportation was revised in May 2003 and expands on earlier DOT guidance published in 1966. See <http://airconsumer.ost.dot.gov/rules/guidance.htm>. Although this guidance covers airlines, persons with service animals clearly must travel through airports to board their plane. It is important that the airport operators, air carriers, and the service animal community discuss and plan how assistance and access to relief areas will be achieved. Therefore airport operators should be familiar with this guidance.