



TENANT DESIGN CRITERIA MANUAL

For Lynden Pindling International Airport
Expansion Project

Nassau Airport Development Company (NAD)

October 9, 2009

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SECTION H – DRAWINGS..... bound separately

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SECTION B - Design Criteria and Technical Requirements

B1 Intent of this Manual

1. This manual is intended to provide Tenants, their designers and contractors with information required for the design and construction of leasehold improvements in the Lynden Pindling International Airport. It contains NAD's criteria for design, procedures for obtaining the required approval of designs, and regulations, which will cover design and construction procedures throughout the project.
2. The Tenant and/or his/her designer must provide lease documentation where it deviates from this manual and include these details with applicable Preliminary Design and Final Design submissions.

B2 Tenant Design Coordination

Questions, comments and submissions should be directed to the following NAD Departments.

Commercial Development Department tel:(242) 702-1000
(for space allocation, aesthetics and all lease related issues) fax:(242) 377-0294
email: John.Spinks@nas.bs
or email: Zener.Beckford@nas.bs

NAD Tenant Construction Coordinator tel:(242) 702-1027
(for Construction/Site access and contactor coordination) fax:(242) 377-2117
email: Derek.Thielmann@nas.bs

B3 General

1. This Tenant Design Criteria Manual has been developed to maintain design quality and consistency while encouraging designers to be imaginative and innovative.
2. NAD will review each design submission on individual merit and in the context of neighboring facilities, and reserves the right to request changes to, or reject elements of the design in whole or in part.
3. Concessions shall provide a consistent image, signage and finished package for the entire unit. This requirement is equally applicable to single concessions and to those having multiple "sub-tenants", representing more than one brand or concept in a single premise.
4. Tenants proposing branded concepts shall be required and must ensure that a

full range of their latest brand concept designs are submitted to the NAD Commercial Development Department for review prior to commencement of Tenant's design drawings.

5. Tenants are reminded that submitted designs will be evaluated against the overall Design Themes described and illustrated in Section H of this Manual.

B4 Planning and Layout

1. Merchandising plans shall be designed so that points of sale do not generate a customer queue that crosses the Lease Line or blocks entry into the concession unit.
2. Store aisles must be wide enough to accommodate luggage carts, shoppers on foot and comply with NAD Barrier Free Design Requirements as outlined in Section C.
3. Concession areas with glass demising walls are required to maintain openness and visibility into the unit from the holdroom. Trash receptacles, back of counters, cash wraps or display cases along glass walls are unacceptable.

B5 Sustainability

1. NAD is committed to the practice of sustainability by supporting initiatives which will have a positive affect on the environment.
2. Tenants are encouraged to consider the implementation of sustainable practices for long-term benefit. Sustainability includes social, economic, and environmental impacts and opportunities to produce lasting benefits.
3. The construction or renovations of tenant spaces are opportunities to address issues of sustainability. NAD encourages designers to select locally produced materials with natural ingredients or with recycled content, which are easily recycled and reused. Finishes such as low VOC (volatile organic compounds) adhesives and paints can be used to minimize the impact on air quality. Tenants are encouraged to select energy efficient lighting fixtures that provide adequate illumination, and install proper controls to turn off lights when they are not required.
4. NAD recognizes the significant potential for monetary savings to the tenant as well as NAD, through energy saving initiatives. For base building design, NAD employs ASHRAE/IESNA Standard 90.1-2004, Energy Standard for Buildings Except Low-Rise Residential Buildings, ASHRAE 90.1-2004 provides minimum requirements for the energy efficient design of the buildings, including a number of energy-efficient technologies.

B6 Base Building

NAD will provide items below at NAD's expense unless otherwise specified in the Lease. Note: this list is provided for convenience only, see Tenant Lease Outline Drawing (LOD) for specific details.

1. Smooth concrete floor on grade or on steel deck and steel structure to $\pm 3/16$ ";
2. Exposed metal deck structure above, and spray fireproofed steel beams; or open ceiling with structural steel grid.
3. Demising walls, walls dividing the Premises from a common area space, and rear or exterior walls as noted on Lease Outline Drawings.
4. Rear exit door in accordance with applicable building codes if required (location to be determined by NAD);
5. Electrical service panel as noted on the Tenant Lease Outline Drawing (See B31).
6. Mechanical ventilation system as indicted on the Tenant Lease Outline Drawing and in Sections B20-B28.
7. Sprinkler and plumbing systems as indicted on the Tenant Lease Outline Drawing and in Sections B20-B30.
8. Telephone / Data empty conduits to premises as indicated on Tenant Lease Outline Drawing and in Sections B32.
9. Metering (See Sections B20-B31)
 - (a) Electrical meter wiring and connection to system by NAD,
 - (b) Propane gas meter, associated wiring and connection to system by NAD.
 - (c) Potable cold water, associated meter wiring and connection to system by NAD.
10. Other items as noted on the Tenant Lease Outline Drawing.

B7 Design Intent

1. It is the intention of NAD to have the Terminal's Design Themes reinforced and supplemented throughout the food and beverage concessions, lounges and retail tenant designs.
2. NAD will work closely with the designers of each tenant space to ensure maximum creativity of individual designs and coordination with overall Base Building design.
3. The retail program has taken the philosophical position that the design of storefronts and concession spaces should strike a balance between variety and consistency. The design of all concession spaces must be respectful of the terminal architecture and the thematic statements of each area within the

terminal. Tenant design must be consistent with the design guidelines and criteria of this manual.

4. These guidelines may be met by proposing contemporary design solutions that capture the “essence” and feel of the design guidelines without necessarily being literal interpretations. This may be achieved by the use of materials, colors or characteristic gestures of the design guidelines. Section H includes photographic images that reflect the quality necessary for tenant spaces at the Lynden Pindling International Airport Expansion Project as well as descriptions of the associated Design Themes identified with Nassau and the Island of the Bahamas.

B8 Design Control Zone

Where applicable, NAD has designated a “Design Control Zone” within the Premises. This area shall be regarded as a transition zone from the Base Building finishes to the Tenant finishes. Clear visual sight lines shall be maintained and NAD shall exercise greater control over design and finishes in this area. Also see Definitions, D10.

B9 Interior Finishes and Materials

1. General:
 - (a) Tenant shall provide storefronts, interior partitioning, painting and decorating, floor coverings, store fixtures and furnishings as approved by NAD.
 - (b) NAD reserves the right to reject any Tenant proposed finishes and materials, which in NAD's opinion are considered to be in aesthetic conflict with the base building finishes, and/or adjacent approved Tenant finishes.
 - (c) All work by Tenant within the Premises shall be completed with materials that are new, not damaged or defective, and of the best quality for the purpose intended.
 - (d) Materials and workmanship shall be of uniformly high quality and in accordance with the most appropriate and current industry standards. Standards of materials and workmanship shall not be less than NAD's base building standards and shall not contravene any applicable laws, codes or regulations. All Work shall be subject to NAD approval.
 - (e) Food preparation areas are required to have impervious, non-slip flooring and be equipped with a water-proof membrane. Flooring and membrane are subject to NAD approval.
 - (f) 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 be considered.

- (g) Tenant must submit documentation indicating treatment of any expansion joint in their space. This will be subject to NAD's approval.
 - (h) All material between 0" and 12" above finish floor, including storefront, must be durable and hard wearing – some material options include solid surface (Corian or similar), solid-hardwood, metal, or stone. Solid edging in the same durable material is recommended. Plastic-laminate is not allowed.
 - (i) Countertops shall be fabricated from solid or otherwise seamless materials; e.g. solid surface material (Corian or similar), glass, solid or edge banded wood, formed metal, stone/marble, artisan-finished concrete etc. Plastic laminate countertops will not be permitted.
2. NAD's Finishes:
- (a) Ceiling – Generally acoustic ceilings, gypsum wallboard ceilings, glazed skylights, wood and metal ceilings. Refer to NAD architectural specifications and drawings.
 - (b) Flooring – Generally carpet, porcelain, glass and stone tiles, and architectural concrete. Refer to NAD architectural specifications and drawings.
 - (c) Neutral Piers – Refer to NAD architectural drawings and specifications.
 - (d) Bulkheads –Refer to NAD architectural drawings and specifications.
 - (e) Columns – Refer to NAD architectural drawings and specifications.
3. Acceptable Material within the Leased Premises: subject to compliance with applicable codes and standards, creative use of the following materials and finishes is encouraged.
- (a) Glass - etched, sandblasted, tinted, clear, glass block or back painted. Glass to be tempered and/or laminated. All glass block shall be reinforced and restrained in accordance with best practices and all applicable codes. Ceiling mounted glass mirrors will not be permitted;
 - (b) Plastic Laminates - solid colors, acceptable decorative patterns;
 - (c) Wood - natural, stained, painted;
 - (d) Mirror - clear, tinted;
 - (e) Metals - chrome, painted or stainless steel, bronze, copper, brass, light bronze anodized or painted aluminum, perforated, wrought iron, cast iron, gun metal;
 - (f) Tile - a variety of quality glazed and unglazed tiles are acceptable including brick, mosaics and terra cotta;
 - (g) Natural Stones - marbles, granites, slate, limestone.

4. Unacceptable Materials Within the Leased Premises:
 - (a) Any material containing asbestos materials;
 - (b) Artificial versions of stone, marble, etc.;
 - (c) Artificial versions of tile, brick, etc.;
 - (d) Indoor/outdoor carpet;
 - (e) Exposed H.I.D. lamps;
 - (f) Exposed incandescent lamp (exception: integral reflector lamps that provide filament shielding of 35 degrees or more);
 - (g) Any material that would constitute a fire and/or public hazard;
 - (h) Material that, in NAD's opinion, is of low quality, non-durable and/or difficult to maintain;
 - (i) Fluorescent paint;
 - (j) Vinyl flooring within the sales area;
 - (k) Pegboard walls or fixture systems;
 - (l) Metal linear systems;
 - (m) PVC products;
 - (n) Acoustic tile ceiling other than those described in paragraph B10.
5. Showcases or displays shall be in an approved material and shall be internally illuminated. Merchandising racks shall have a solid base, a minimum of 4" high, in durable finish. Any casters must be concealed. These items must be restrained in accordance with article B18.
6. Any transition in floor level shall not exceed 2% in slope and shall only occur at the interior side of Tenant's Closure Line.
7. Refer to Tenant Lease Outline Drawings and Section H for allowable extent of signage, lighting, and special storefront zones.

B10 Ceiling Construction and Access

1. The Tenant's ceiling may be constructed of concealed spline acoustic tile, gypsum wallboard, plaster, or other material approved by NAD.
2. Exposed grid suspended ceilings in areas exposed to public view will be evaluated on a case by case basis. Any accepted exposed grid shall have a ½" 'T' installed in a 24" x 24" configuration. Color of grid and tile shall match. Suspended ceiling tile must be finely textured with at least a tegular edge.
3. Food preparation area ceilings shall be resistant to the growth of mold, mildew and bacteria; scrubbable; sag resistant and resistant to chemical fumes.

4. There shall be no combustible materials in the ceiling space (maximum flame spread rating of 25 and maximum smoke development of 50).
5. Ceiling design shall incorporate access to all ceiling-mounted NAD and Tenant equipment requiring inspection and maintenance. The required size and location of access points shall be determined by the Tenant's designer, and where accessing NAD equipment shall be approved by NAD. Prior to Final Design approval, Tenant's designer must submit access plan showing sizes and location of all access panels to NAD. Relocation of any existing Base Building equipment in order to allow the required NAD access will be at the Tenant's expense.
6. Minimum ceiling heights permitted within Tenant's space is noted on the Tenant Lease Outline Drawing.

B11 Entrances and Storefronts

Tenant's storefront design shall incorporate individuality and creativity, which will contribute interest and character to the overall airport retail environment. Storefront design should be of a high quality consistent with base building details, thematics and finishes in the area. Retail must be strongly visible and appealing. Tenants are encouraged to design storefronts to be as open and accessible as possible, with views into the unit from the concourse. Each store should be an expression of individual identity through its storefront signage and merchandise visibility. Exterior signage and lighting must have NAD approval.

1. Storefront Entrance:
 - (a) The tenants are responsible for installing storefront doors or grilles to secure their space when the store is not open.
 - (b) Sliding glass doors, when open, shall be stored in an enclosed space(s) within Tenant's unit to conceal them from passersby;
 - (c) Security grilles, when open, shall be stored in an enclosed space(s) within Tenant's unit to conceal them from passersby;
 - (d) In the case where showcases extend beyond the store Closure Line, sliding glass doors may be stacked behind the showcase during business hours;
 - (e) Sliding doors of approved material are acceptable; sliding doors must have a minimum of 80% transparency when in a closed and locked position.
 - (f) Refer to Lease Outline Drawing for extent of NAD flooring;
2. Tenant Lease Outline Drawings may indicate a signage "Pop-out Zone" at the store entrance area. The Pop-out Zone is an area into which three-dimensional storefront and tenant identification elements may project. See B15 for

additional information.

3. Surfaces or projections that are potentially hazardous to Airport pedestrian traffic are not permitted.
4. Tenants without a rear exit may require an egress door to satisfy code requirements. The tenant must design and install this door.
5. NAD provided walls are not designed to support wall-mounted fixtures. These items must have a separate support system unless the wall has been reviewed and approved by the Base Building structural engineer as able to support the proposed fixtures.
6. Wood Storefronts - Wood storefront closures, trim and fittings are subject to the code limitations applicable to non-combustible buildings.
7. Sliding or rolling overhead grilles: Sliding grilles shall be Dynaflair Elegance or similar product (functioning, durability, pattern, dimensions, etc.). Overhead grilles shall be Dynaflair Dynaplex or similar product (functioning, durability, pattern, dimensions, etc.). Grilles shall be equipped with emergency egress doors if required by Code.

B12 Kiosk Designs

1. Kiosks - In the case of stores where the storefront or kiosk is composed of cabinets and/or counters, NAD will consider the use of self-locking cabinets and/or counters; or photoelectric beam security systems.

B13 Lighting Criteria

NAD encourages lighting designs that suit the type of retail or food and beverage concession offering, while maintaining good visibility and utilizing low voltage and other energy efficient fixtures.

1. Tenants are to keep their electrical and air conditioning loads within their allowable limits (when specified).
2. Tenants shall not alter or block the Base Building Lighting in any way.
3. Tenants shall provide a high level of incandescent, metal halide, quartz halogen or LED illumination within the Design Control Zone.
4. Within the Premises, if floor lamps (incandescent or fluorescent) are used, Tenant must shield these fixtures with a baffle designed to shield the lamps from the Concourse at 5'-5" eye level, unless otherwise approved by NAD. NAD reserves the right to adjust such baffles after installation is complete.
5. Neon may be permitted within the Premises subject to NAD's approval. Exposed neon tubing should be kept off the floor to a minimum of 8'-0", or out of reach of

- the general public.
6. NAD may allow concessions that require a specific type lighting to create a certain mood, such as cafes, restaurants and bars, a certain amount of leeway on these criteria; however, approval of the design concept and fixtures must be obtained from NAD.
 7. Where tenancies are open to above, low voltage lighting will be required.
 8. Tenant lighting must be installed inside the Premises only, except for signage lighting as approved by NAD.
 9. All equipment and light fixtures shall be energy efficient and in compliance with ASHRAE 90.1-2004.
 10. Tenant shall be responsible for the installation and connection of all exit lights required by code and in addition to what is provided as part of the Base Building Work. All exit lights shall match the building standard specification and be connected to emergency power unit. NAD will request either connection to emergency power or battery operated at its discretion. If emergency power is required, it shall be installed to the premises by NAD at the Tenant's expense and this may include metering of the emergency power.
 11. The following types of lighting will not be accepted as part of any Tenant's design:
 - Fluorescent lighting within the storefront;
 - Exposed tube fluorescent in any public or retail area;
 - Sodium or mercury vapor lamps of any type.
 12. The Tenant must provide lighting controls that ensure the majority of the lighting will be shut down when the store is closed. Some storefront feature lighting will be permitted to be on while the store is closed.

B14 Acoustics

1. Tenants may be permitted loudspeakers for the purpose of providing quiet background music for their patrons' enjoyment, but 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 may need to be housed in sound-attenuating enclosures.
2. Locations and output directions of loudspeakers located within Tenant's Premises shall be shown on Tenant's drawings.
3. Tenancies that generate loud noises shall provide, at their expense, full height acoustic insulation in all demising walls to the roof deck above with a rated construction of STC 55 or better.

4. Loudspeaker systems shall not interfere with building public safety public address announcements. All Tenant sound systems shall be interlocked with the base building fire alarm system to terminate operation upon a signal from the fire alarm. Larger tenants may need additional fire alarm speakers and visual signals and this and the interlocking work are to be carried out by NAD's forces at Tenant's expense.

B15 Tenant Signage Criteria

1. It is important for passengers to quickly recognize concession services even from a distance down the concourse. Tenants therefore, are strongly encouraged to express their unique identity through their three dimensional storefront signage.
2. Tenant signage shall be limited to Tenant's name, logo and associated icons. Tag lines, by-lines or advertising slogans are not permitted.
3. All signage must be professionally designed and fabricated. All store "Tenant Identification" and "Blade Sign" designs shall require written approval from NAD prior to fabrication.
4. Tenants are encouraged to take a graphic approach to their signage. Storefront "Tenant Identification" signage should be a combination of lettering and three dimensional (3D) creative imaginative designs. Three-dimensional icons are encouraged and should include a strong message of the product within.
5. Signage Zones and Pop-out Zones have been established to allow for three-dimensional elements associated with the Tenant storefront and sign zone. These zones are invisible volumes above the concession entries into which storefront and tenant identification elements may project. When viewed at an angle, down the concourse the elements within these zones shall not visually obscure adjacent neighbors or way-finding signage.
6. Signage Locations:
 - (a) Required within the designated zones as described in Section H.
5. Storefront Signage:
 - (a) Tenants are strongly encouraged to make use of the Signage Zone and the Pop-out Zone by including three-dimensional icons with their lettering and logos to create unique and eye-catching storefront identities.
 - (b) Within the Signage and Pop-Out Zones, illuminated and non-illuminated primary Tenant Identification signage are limited to the following types:
 - i. Three-dimensional icon elements.
 - ii. Pin-mounted individual letters.
 - iii. Metal-channel letters with halo lighting.
 - iv. Edge or back-lit translucent signage.

- v. Front-lighted opaque signage.
 - vi. Glass - Painted, silk-screened, gold/silver leaf, applied to inside surface of the glass.
 - vii. Raised, etched letting, logo applied to glass, or solid storefront in metallic finish (brass, bronze, copper, stainless steel).
 - viii. Solid metal lettering (Copper, stainless steel, aluminum).
 - ix. Solid plastic lettering.
 - x. Lacquered wood lettering.
 - xi. Engraved, etched or sandblasted granite, marble or stone.
 - xii. Wood carved, routed, laser-cut, painted with raised or etched lettering.
 - xiii. LED illuminated signs.
6. Text is limited to individual lettering only and should be pin-mounted or suspended with a concealed mounting system.
7. Not Permitted:
- (a) The following sign types for both Tenant Identification and Blade Signs are prohibited:
 - i. Permanent promotional signs of any type, or registered trademarks other than those owned by the tenant.
 - ii. "Box" signs
 - iii. "Suitcase" signs
 - iv. Exposed neon
 - v. Strobe flashing or blinking lights
 - vi. Moving signs or moving lights
 - vii. Inflatable objects
 - viii. Simple painted signs
 - ix. Formed or plastic moulded lettering
 - x. Hand-prepared or lettered placards
 - xi. Exposed conduit, tubing, raceways, ballasts, transformers or other equipment.
 - xii. Labels and other identification, including sign manufacturer's labels, are prohibited on the exposed surface of signs, except those required by code. Such labels or other identification shall be in an inconspicuous location.

- xiii. Commercially produced graphics for nationally produced merchandise including cardboard “dumps”, “pop-ups”, “standees”, cut-outs.
8. Miscellaneous:
- (a) Edge or back-lit translucent signage and front-lit opaque signage shall not produce visible brightness /luminance that exceeds 200-foot lamberts.
 - (b) Illuminated letters shall not produce a visible brightness that exceeds 250-foot lamberts.
 - (c) Tenants must provide access from within the Premises to service sign components.
 - (d) Electrical service for lighting associated with Tenant signs shall come from the Tenant's electrical panel. Signage and storefront lighting outside Tenant's Lease Line may be considered, but the Tenant must obtain NAD approval.
 - (e) Temporary signage shall be designed, constructed and installed in keeping with industry professional standards. Temporary signage must be approved by the NAD prior to installation.
 - (f) Signage shall be in English only.
 - (g) Signage must be restrained in accordance with all current applicable codes and regulations.
 - (h) Signage on the exterior of the building is not permitted.

B16 Food and Beverage Menu Board Criteria

All menu boards must be professionally designed and fabricated and are subject to NAD's prior approval. NAD encourages the display of ready to serve foods at the serving counter. Under no circumstances will other signs, advertising or displays such as are often made available from food or beverage suppliers be permitted.

1. White, back-lit Plexiglas will not be permitted.
2. All permanent information must be painted, silk-screened, etched, or applied to:
 - (a) Metal - neutral, painted or anodized;
 - (b) Wood - natural or painted;
 - (c) Plastic laminate;
 - (d) Glass - clear, translucent or painted.
3. Changeable information may be displayed using vinyl, die-cut numerals or letters, chalk boards, etc.

4. Changeable Menu Boards available through food and beverage advertising product suppliers are prohibited and may not be used.
5. Menu Board selections and detailing will be reviewed by NAD on an individual basis.
6. Menu Boards must be in English.
7. Tenant must submit Menu Board design for NAD's review and approval.

B17 Waste Handling

1. Tenant must install garbage compactor and/or refrigeration equipment in the Premises if perishable items are handled or if required by applicable governing laws, codes, and/or regulations. Note: NAD is not responsible for power outages that may damage perishable goods.
2. The Base Building development will include garbage storage areas for use by the tenants. See terms of the lease.
3. Grease and oil waste are not permitted to be discharged into the sanitary sewer or storm drainage system. A dedicated grease and oil dump tank will be provided by NAD at the loading dock and tenants are required to transport and discharge grease and oil at this location.
4. Tenant must install grease interceptor for connection to pot sinks and other plumbing fixtures above the floor slab deemed to handle grease/oil laden drainage within tenant spaces. This is the primary grease/oil interceptor/separator. This interceptor is to be maintained by the tenant.
5. A secondary dedicated base building grease drainage line will be provided by NAD and capped off below Food Court and Restaurant tenant spaces for connection of tenant drainage system after tenant grease/oil interceptor. This line will be connected to a central grease interceptor which acts as a secondary grease interceptor and will be maintained by NAD. NOTE that this system is NOT to be used for dumping grease or oil directly into the plumbing fixtures or drainage system.

B18 Restraint

1. Tenant shall be responsible for the attachment and restraint of all fixtures added as part of Tenant Fit-out. The forces used for the design of this support and restraint shall account for the self weight of the item and probable forces due to children climbing or unstable passengers trying to find stability. Loads suitable for handrails shall be used in the design of this restraint.
2. All shelving units shall be fastened by mechanical fasteners to prevent overturning from random activities of passengers. Millwork that is less than 3'6"

- high that is required to be moved as part of the tenant operation may have weighted bases to prevent overturning under random loads and reasonable customer applied forces.
3. Temporary hoarding units containing shelving may be restrained against overturning by base weighting with sandbags provided the base weighting is sufficient to provide overturning resistance to forces equal to those for a permanent shelving unit.
 4. Temporary and movable items shall be restrained if they could reasonably be viewed as a life safety hazard should they overturn from the loads of an unstable passenger trying to stabilize themselves. Clip on restraint cables may be used with movable items.
 5. Very light shelving units such as post-card racks that would be unlikely to cause injury and would not be used by infirm customers to stabilize themselves or young customers to climb on may have a height greater than 3'-6" and not be restrained provided the above base weight of the unit including contents is less than 11 pounds.
 6. All mechanical and electrical fixtures that are added as part of the tenant fit-out shall be restrained.
 7. All permanent display items including signage shall be restrained to the base building with mechanical connectors.

B19 Structural

1. Services of adequate design capacity for completing NAD's work for water, sewage and sprinklers shall be brought to convenient points of connection to NAD's designated locations at the Premises. Core drilling of floors and/or walls may be required for all tenancies needing plumbing and/or additional mechanical HVAC provisions. NAD's contractor at Tenant's expense, if required, will perform core drilling through the concrete/steel deck floor slab. Locations and sizes of proposed core holes are to be submitted to a structural consultant for review and acceptance prior to performing this work. Under no circumstances shall Tenant or its contractor(s) at any time be permitted to drill or cut conduit or pipe sleeves or chases or duct equipment openings in the floor beams, columns, walls or structural elements of the roof including beams and trusses.
2. Under no circumstances shall the Tenant, its employees, its contractor(s) or its contractor(s) employees penetrate any roof or steel deck of the Building or make any openings. NAD at the Tenant's expense will make any required and approved openings in the roof. No roof-mounted antenna or satellite receiving dish antenna is permitted.
3. Tenant and its contractor(s) shall not impose a greater load on any floor than the design live load of 100Psf uniformly distributed. Note: Contractors storing pallets, tiles, equipment etc., during construction must ensure floor weight loads do not exceed floor-loading capacity. The design live load capacity of the level 1 floor is 200Psf. The design live load capacity of the level 2 floor is 100Psf. The design live load capacity of the level 3 floor (Level 3 occurs in Terminal B only) is 100Psf. The only weight that may be added to the main roof structure is light exhaust units and this work will be carried out by NAD's contractor at the Tenant's expense and only after the written approval of the base building structural and mechanical and electrical engineers.
4. Retail units may have an open grid, a metal roof deck roof or other existing ceiling. This structure is considered as part of the base building but may be used in the retail space for the suspension of ceiling features, piping, ductwork and lighting. Attaching to these base building members with engineered attachments. Vertical loading capacity of retail roof grid is 20 Psf and point loads should not exceed 225 lbs. Spray-on fireproofing materials that are disturbed during attachment must be repaired to the original condition.
5. Grease interceptors may be required to be located on, through or below the floor. Where cutting of the floor is required, and approved, NAD at the Tenant's expense shall perform the work. Refer to B17.4 above regarding a central grease drainage system which is the preferred system to use.
6. The cutting of holes for grease interceptors and the support of grease interceptors will require special attention from the structural engineer including

- the preparation of stand-alone drawings and review or design by the base building engineer. Where penetrating a fire rated floor, the rating must be extended and constructed around the grease interceptor to maintain the integrity of the base building floor rating.
7. No electrical wiring or conduit will be permitted through, or under a main floor slab, without written approval by NAD. Interior partitions and signs shall be capable of resisting a service wind load of 10 Psf.
 8. NAD does not permit cutting or drilling of structural steel or reinforced concrete in base building or retail roof without special permission and review by a structural engineer. In part the concern is that while the individual hole may be structurally acceptable over time and with changes in tenancies or use the number of holes in the beams may become excessive. Clamps should be used where possible for attachments to structural steel.
 9. Masonry walls will not be permitted in retail units above level 1.

B20 Mechanical - General

1. The Ventilating and Cooling system supplied and installed by NAD and/or the Tenant shall be maintained and operated by NAD.
2. The NAD mechanical systems will provide ventilation air only (0.2cfm /sq.ft), fan coil units above the ceiling and chilled water connections.
3. The Tenant's designer shall submit all types of refrigerants associated with the Tenant's equipment to NAD for approval.
4. The Tenant shall use the General Contractor's Controls Contractor at the Tenant's expense to supply and install all controls systems associated with Tenant's mechanical systems and all modifications to NAD's mechanical systems to suit the Tenant layouts.
5. NAD will supply and install sprinkler mains, branch lines and sprinkler heads based on an exposed structure (no ceilings) within the shelled Tenant space as per NFPA-13.
6. The Tenant shall use the NAD's sprinkler contractor at the Tenant's expense to perform all changes required to the Base Building's fire suppression systems to accommodate the Tenant's layouts.
7. The testing and installation of any dedicated Fire Alarm / Kitchen Suppression System within the Tenant space shall be by the Tenant. NAD's forces at Tenant's expense shall do the connection to and verification of the Base Building's fire alarm panel.
8. NAD shall provide base building fire alarm detection and alarm system and exit lights to meet code requirements for general coverage of open space with no ceiling. Exit lights will be on battery emergency power circuit.

9. All life safety devices within the Premises are to be in accordance with code. The Base Building General Contractor will connect any tenant specific fire suppression system to the Base Building fire alarm system at the Tenant's expense.
10. Fire extinguishers within the Tenant area shall be supplied, installed and maintained by the Tenant. Locations must be shown on Final Design Submittal design drawings.
11. The Tenant shall use NAD's base building air and water balancing contractor for the scope of work associated with the Tenant's space at the Tenant's expense.
12. Any Base Building mechanical systems, both inside and outside of the Tenant Lease Line, that need to be relocated in order to accommodate the Tenant's mechanical systems and layouts, shall be relocated at the Tenant's expense. Tenant must obtain NAD approval for the relocation of any Base Building mechanical systems. The Tenant shall provide proper access to all equipment for maintenance and shall obtain NAD approval of same. The Tenant shall use a NAD approved contractor, who is familiar with the Base Building's Mechanical systems, standards, and regulations, to perform the work on behalf of the Tenant at the Tenant's expense. The Tenant shall coordinate this scope of work with NAD.
13. The Kiosks will not be permitted to have NFPA-96 kitchen exhaust or any other type of exhaust systems installed.
14. The propane gas used by the Tenant shall be charged to the Tenant on a metered basis.
15. The Tenant shall install any washrooms within the Tenant space complete with all associated plumbing and ventilation, both inside and outside of the Tenant Lease Line. For the scope of work outside of the Tenant Lease Line, the Tenant shall use a NAD approved contractor who is familiar with the Base Building's mechanical systems, standards and regulations. The Tenant shall coordinate this scope of work with NAD.
16. The Tenant and/or NAD's ceiling space, where enclosed, may be used as a return air plenum. The Tenant shall coordinate with NAD during the Tenant design. If the tenant chooses to use the ceiling space as a return air plenum, all existing or abandoned services are to be removed. The Tenant shall use a NAD approved contractor, who is familiar with the Base Building's Mechanical systems, standards, and regulations, to perform the work on behalf of the Tenant at the Tenant's expense. The Tenant shall coordinate this scope of work with NAD. This is mandatory and must be adhered to ensure code required maximum flame spread and smoke development ratings for all services and materials exposed within the ceiling space.
17. Where required, the Tenant must use UV type kitchen exhaust hoods. Wash down type hoods are not permitted. The Tenant is required to supply and install a complete UV kitchen exhaust system as outlined in the descriptions below.

18. When the Tenant requires a Kitchen NFPA-96 exhaust system, the capacity of the exhaust air shall not exceed the amount of outside air being supplied by NAD for the Tenant space. The Tenant shall use a NAD approved contractor, who is familiar with the Base Building's Mechanical systems, standards, and regulations, to perform the work on behalf of the Tenant at the Tenant's expense. The Tenant shall coordinate this scope of work with NAD.
19. The Tenant's Kitchen NFPA-96 rooftop exhaust fan(s) and UV exhaust hood(s) must be interlocked and interfaced with the base building fire alarm system and DDC Controls system by the Base Building's contractor at the Tenant's expense. Kitchen exhaust hoods shall be provided with a wet chemical extinguishing system in accordance with NFPA-17A, connected to the base building fire alarm system.
20. The location of any Tenant exhaust system discharge shall be subject to NAD's approval. Objectionable odors are to be exhausted in such a manner as to prevent their release into the Base Building, or short-circuiting into any outdoor air intakes.
21. All potable cold water shall be Type K copper or Schedule 80 PVC. Potable hot water shall be Type K copper or Schedule 80 CPVC.
22. All sanitary vent lines shall be DWV copper, DWV cast iron or Schedule 80 PVC.
23. PVC and CPVC piping shall not exceed a Flame Spread Rating of 25 nor a Smoke Development Classification of 50.
24. The Tenant shall coordinate with the Base Building structural engineer during the Tenant's design process, and shall provide the engineer with the sizes and locations of all proposed floor slab penetrations required for the Tenant's design. Refer to B19.1 and B19.2 for additional information and requirements.
25. The Tenant shall ensure all floor penetrations around pipes, conduits, ducts, etc. between floor levels are sealed against water, smoke, and flame penetration using fire stop materials and systems listed by an accredited testing agency approved by NAD. All pipe sleeves in wet areas shall extend a minimum of 4" above the finished floor and be terminated in a manner approved by NAD.
26. Sanitary sewer connections must comply with all local codes and regulations. Details for sanitary sewer connections shall comply with the Bahamas Building Code standards.
27. "Y" clean outs and cast iron "P-traps" shall be supported utilizing riser clamps and dual rods, and shall be made accessible at all times. Cleanouts serving the Tenant's sanitary drainage piping shall extend up to the Tenant's floor level, and shall not be located in another ceiling space below.
28. All connections to Base Building potable water lines shall be installed with backflow prevention valves. Where double check valves are used, they must be testable type and associated hub at funnel floor drains.

29. All floor drains located on the ground floor levels of the Terminal shall be complete with check valve assemblies.
30. All propane gas piping installed within the Tenant space, concealed and/or exposed shall be painted over the entire length. (Yellow). Concealed piping shall be welded.
31. T-drilling of the Tenant and/or NAD's piping systems is not permitted.
32. The exhausts for Food and Beverage Units B2.303 and B2.304 shall not be visible from the public area. They must be enclosed by a finished wall or otherwise hidden from public view.

B21 Mechanical Systems Design Criteria - General

1. The design criteria and the description of the mechanical systems is broken down into the following various types of tenant spaces.
 - Restaurant
 - Food Court
 - Retail
 - Retail Storage / Future Offices
 - Retail Merchandising Unit

B22 Design criteria for the NAD's mechanical systems - Restaurant

Standards	Item	Criteria
	People loads =	One (1) person / 15 ft ² (1.39m ²) of floor area
ASHRAE 90.1 2004	Lighting loads =	2.1 Watts/ft ² (23 Watts/m ²) of floor area
	Equipment loads =	0.1 Watts/ft ² (1.07 Watts/m ²) of floor area
ASHRAE 62-2004	Ventilation Air = (Outdoor air)	7.5CFM (3.81/s) per person
	Solar loads =	Based Building System
	Cooling loads =	Based Building System
	Acoustic criteria =	Acceptable noise criteria (NC) of 35-40

B23 Design criteria for the NAD's mechanical systems - Food Court

Standards	Item	Criteria
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	People loads =	One (1) person / 15 ft ² (1.39m ²) of floor area
ASHRAE 90.1 2004	Lighting loads =	2.1 Watts/ft ² (22.6 Watts/m ²) of floor area
	Equipment loads =	0.1 Watts/ft ² (1.07 Watts/m ²) of floor area
ASHRAE 62-2004	Ventilation Air = (Outdoor air)	7.5CFM (3.81/s) per person
	Solar loads =	Based Building System
	Cooling loads =	Based Building System
	Acoustic criteria =	Acceptable noise criteria (NC) of 35-40

B24 Description of the mechanical systems serving the Restaurant and Food Court

1. NAD will supply and install insulated medium velocity supply air ductwork to a CV Box(s) complete with controls capped off within each kiosk with a maximum capacity of 1400 CFM for the Food Court. In the restaurant area medium pressure ducts will be capped off for the tenant. The tenant will provide the CV and VAV boxes for the space and connect to the DDC system. Make up air is capped off at 4000 cfm, cooling air is capped off at 8000 cfm.
2. NAD will supply one (1) temperature sensor within the seating area for each CV box.
3. The Tenant will supply and install the UV kitchen exhaust hood, roof mounted direct drive exhaust fan and the NFPA-96 ductwork for the hood. The Tenant's UV exhaust hood shall be complete with make-up air duct connections at the hood, controls interfacing with the base building DDC controls systems, wet chemical fire suppression system and all interlocks with the building fire alarm systems.
4. NAD will supply and install a direct drive make-up air handling unit with a capacity of 10,000CFM complete with outdoor air motorized damper (closed when unit is off and open when unit is on), carbon filters, pre-filters and final filters, cooling coil section, variable speed drive and blower section, all controls interfacing with the base building DDC controls systems and all interlocks with the building fire alarm systems. NAD will supply and install the make-up air ductwork distribution from each of the kiosks to the make-up air unit. If a Tenant requires additional make-up air over the 1400CFM allowed for, the cost to modify the Base Building's make-up air system will be at the Tenant's expense.
5. The Tenant will supply and install the make-up air ductwork from the UV exhaust hood to the capped make-up air connection point provided by NAD within the Tenant space.
6. The Tenant, at the Tenant's expense, will re-balance the entire make-up air system when connection is made to the Base Building's systems.
7. NAD will supply and install a propane gas line valved and capped off with a

- capacity of 500CFH for each Food & Beverage Tenant (except C1.160 Level 1 Terminal C and C2.519 Level 2 Pier C), and 1000 CFH for the Restaurant Tenant at high level within the Tenant space. NAD shall provide a certified gas meter complete with remote readout head calibrated to read in cubic feet. NAD will provide conduit and wiring for remote reading to each Tenant space. The location of the NAD supplied gas meter shall be coordinated with the Tenant. NAD will maintain and repair the gas meter at NAD's expense.
8. NAD will supply and install a potable cold water line valved and capped off within the Tenant space at high level for use by the Tenant. NAD shall provide a certified water meter complete with remote readout head calibrated to read in cubic feet. NAD will provide conduit and wiring for remote reading to each Tenant space. The location of the NAD supplied water meter shall be coordinated with the Tenant. NAD will maintain and repair the water meter at NAD's expense. Potable cold water supply will be a 1 ½" line for each Food & Beverage Tenant and a 2" line for the Restaurant Tenant. The Tenant shall supply a potable water heater if required and install all downstream potable hot and cold-water piping. Tenants must provide a premise back flow prevention device and the Tenant's designer must provide water flow analysis to NAD for review prior to signature of Lease Agreement. If required, NAD will respond in writing. Please note that NAD reserves the right to verify volumes.
 9. NAD will supply and install a 4" diameter sanitary sewer line capped off at the underside of the Tenant space for use by the Tenant. The Tenant shall supply and install all upstream sanitary sewer lines required for the Tenant systems. For the scope of work outside of the Tenant Lease Line the Tenant shall use a NAD approved contractor who is familiar with the Base Building Mechanical systems, standards, and regulations to perform the work on behalf of the Tenant at the Tenant's expense. The Tenant shall coordinate this scope of work with NAD during the Tenant design process.
 10. NAD will supply and install a 2" diameter sanitary vent line (3" for the Restaurant Tenant) capped off at high level within the Tenant space for use by the Tenant. The Tenant shall supply and install all upstream sanitary vent lines required for the Tenant systems within the Tenant Lease Line.
 11. The Tenant shall supply and install grease/oil interceptor for the connection of pot sinks and other plumbing fixtures mounted above the finished floor slab and serviced from the tenant's space. The Tenant will maintain the grease interceptor at the Tenant's expense. The Tenant's designer must ensure existing floor slab fire rating assembly is maintained.
 12. NAD will also provide a secondary base building grease drainage line capped off below the Food Court and Restaurant tenant spaces to handle grease laden drainage within the tenant spaces. This line is connected to a central grease interceptor which will be maintained by NAD. Note that this system is NOT to be used for dumping of grease or oil directly into plumbing fixtures connected to this system.

13. The Tenant will be responsible for the relocation of all existing services within the ceiling space below that are impacted by the installation of the in-floor grease interceptor and must provide a fire-rated enclosure to maintain floor slab ratings. Refer to B20.15 and B20.26. For the scope of work outside of the Tenant lease line the Tenant shall use NAD approved contractor who is familiar with the Base Building Mechanical systems, standards, and regulations to perform the work on behalf of the tenant at the tenant's expense. The Tenant shall coordinate this scope of work with NAD during the Tenant design process.

B25 Design criteria for the NAD's mechanical systems - Retail

Standards	Item	Criteria
	People loads =	One (1) person / 35 ft ² (3.25m ²) of floor area
ASHRAE 90.1 2004	Lighting loads =	1.7 Watts/ft ² (18 Watts/m ²) of floor area
	Equipment loads =	0.25 Watts/ft ² (2.69 Watts/m ²) of floor area
ASHRAE 62-2004	Ventilation Air = (Outdoor air)	7.5CFM (3.81/s) per person
	Solar loads =	Based Building System
	Cooling loads =	Based Building System
	Acoustic criteria =	Acceptable noise criteria (NC) of 35-40

B26 Description of the mechanical systems serving the Retail

1. NAD will supply and install insulated medium velocity supply air ductwork to a VAV Box and fan coil units complete with controls within a high level of the Tenant space, capped off for use by the Tenant sized for 2.0 CFM per square foot. The Tenant will supply and install insulated low velocity supply air ductwork distribution within the Tenant space as required at the Tenant's expense.
2. NAD will supply one (1) temperature sensor coiled at high level within the Tenant space with an allowance for the Temperature sensor to be located within a 32-foot radius of where the sensor is shown on the drawings. The Tenant shall relocate the temperature sensor to suit the Tenant's layout at the Tenant's expense.
3. If the Tenant space cooling requirements exceed the capacity of the base building system as outlined above, the Tenant can install a DX fan coil system for the space with a condensing unit installed on the roof (see B19). The Tenant shall provide drawings as to the location of the condenser unit on the roof to NAD for review. The air conditioning unit must meet the latest ASHRAE energy efficiencies and use ozone friendly refrigerants.
4. NAD will supply and install a 3/4" diameter potable cold water line valved and capped off within the Tenant space at high level for use by the Tenant. NAD shall provide a certified water meter complete with remote readout head calibrated to read in cubic feet. NAD will provide conduit and wiring for remote reading to each Tenant space. The location of the NAD supplied water meter shall be coordinated with the Tenant. NAD will maintain and repair the water meter at NAD's expense. The Tenant shall supply a potable water heater if required and install all downstream potable hot and cold-water piping. Tenants with frequent

- and intensive water usage over 1000 cubic feet per month, must provide a premise back flow prevention device and the Tenant's designer must provide water flow analysis to NAD for review prior to signature of Lease Agreement. If required, NAD will respond in writing Please note that the NAD reserves the right to verify volumes.
5. NAD will supply and install a 4" diameter sanitary sewer line capped off at the underside of the Tenant space for use by the Tenant. The Tenant shall supply and install all upstream sanitary sewer lines required for the Tenant systems. For the scope of work outside of the Tenant Lease Line the Tenant shall use NAD approved contractor who is familiar with the Base Building Mechanical systems, standards, and regulations to perform the work on behalf of the Tenant at the Tenant's expense. The Tenant shall coordinate this scope of work with NAD during the Tenant design process.
 6. NAD will supply and install a 2" diameter sanitary vent line capped off at high level within the Tenant space for use by the Tenant. The Tenant shall supply and install all upstream sanitary vent lines required for the Tenant systems within the Tenant lease line.

B27 Design criteria for the NAD's mechanical systems - Level 2 Retail Storage / Future Offices

Standards	Item	Criteria
	People loads =	One (1) person/150 ft ² (13.94m ²) of floor area
ASHRAE 90.1 2004	Lighting loads =	1.1 Watts/ft ² (12 Watts/m ²) of floor area
	Equipment loads =	0.75 Watts/ft ² (8.07 Watts/m ²) of floor area
ASHRAE 62-2004	Ventilation Air = (Outdoor air)	5CFM (2.51/s) per person
	Solar loads =	Based Building System
	Cooling loads =	Based Building System
	Acoustic criteria =	Acceptable noise criteria (NC) of 35-40

B28 Description of the mechanical systems serving the Level 2 Retail Storage / Future Offices

1. The NAD will supply and install insulated medium velocity supply air ductwork to VAV Box(s) c/w controls within the ceiling space. The Tenant will supply and install insulated low velocity supply air ductwork distribution downstream of the VAV Box(s) within the Tenant space as required at the Tenant's expense.
2. The NAD will supply and install the return air openings and/or ductwork c/w fire dampers within the walls of the storage room / office at high level to allow the

return air to be returned to the air handling system.

3. The NAD will supply and install one (1) temperature sensor per VAV Box mounted on the wall within the Tenant space. The Tenant shall relocate the temperature sensor(s) to suit the Tenant layouts at the Tenant's expense.
4. If the Tenant space cooling requirements exceed the capacity of the base building ventilation system as outlined above, the Tenant can propose a fan coil system for the space with a condensing unit installed on the roof (see B19). The Tenant shall provide drawings as to the location of the condenser unit on the roof to NAD for review. The air conditioning unit must meet the latest ASHRAE energy efficiencies and use ozone friendly refrigerants.

B29 Section not Used

B30 Sprinklers & Fire Suppression

1. NAD will provide and install sprinkler mains, branch lines and sprinkler heads in a grid layout to adequately cover undemised areas.
2. Tenant shall have the Base Building General Contractor, at Tenant's expense, perform any required modifications to the Base Building sprinkler system. This work will be coordinated with NAD.
3. Testing and installation of any dedicated Fire Alarm / Suppression System within the Premises shall be by the Tenant. NAD, at Tenant's expense, shall connect and verify performance at the Base Building's fire alarm panel.
4. Fire extinguishers within the Tenant area shall be supplied, installed and maintained by the Tenant. Locations must be shown on Final Design Submittal design drawings.
5. Exhaust fans and make-up air units, if required by Tenant, must be interlocked and interfaced with the Base Building fire alarm system by Base Building's contractor at Tenant's expense.
6. All life safety devices within the Premises to be in accordance with all applicable Codes and Regulations.

B31 Electrical Power Service

1. NAD shall provide a metered, normal power, electrical service to accommodate the Tenant's electrical requirements. *Emergency power services are not provided unless agreed to by NAD.* NAD reserves the right to verify volumes. Normal power electrical service will be brought to a designated location within the Tenant's premises, at NAD's cost, terminating at:
 - (a) A 24 circuit, 120/208v, 100 amp, 3 phase, 4 wire, 60 Hz AC bolt-on type

- breaker panel with main breaker (one branch breaker for emergency lighting battery only) for service less than 100 amps or
- (b) A 42 circuit 120/208v, 225amp. 3 phase, 4 wires 60 HZ, AC, bolt-on type breaker panel with main breaker (one branch breaker for emergency lighting battery only) for services of 100 to 200 amps.
 - (c) If required and agreed to by NAD emergency power to an unfused disconnect switch located next to Tenant's main electrical panel.
2. Should Tenant's electrical design require service capacities beyond those provided by NAD, NAD may (after review of Tenant's requirements) perform the necessary upgrade at Tenant's expense. Tenant shall not perform such upgrading under any circumstances.
 3. NAD will not provide power to blade signs.
 4. For services over 200 amp, requirements will be negotiated in the service agreement.
 5. NAD Engineering Services will assign breaker panel identification numbers.
 6. The following types of Lamps are not permitted:
 - (a) High pressure sodium (HPS) lamps;
 - (b) Mercury Vapour (MV) lamps;
 - (c) T12 linear fluorescent lamps;
 - (d) Incandescent "A", "BR", "R", "G" lamps;
 - (e) Mini incandescent lamps (Xenon technology lamps at lower wattage are acceptable);
 - (f) Older versions of PAR lamps (Newer IRC technology Par and Metal Halide PAR lamps at lower wattage are acceptable);
 - (g) Older versions of MR lamps (Newer IRC technology MR lamps at lower wattage are acceptable).
 7. All electrical equipment shall be restrained per Section B18.
 8. All materials shall be new, CSA and UL approved or equivalent, and shall be of a standard not less than that of the Base Building materials;
 9. All wiring shall be copper, minimum #12 AWG stranded, nylon jacketed thermoplastic or XLPE (cross-link polyethylene) insulated unless otherwise indicated, or required by code. All #12 AWG or greater wiring should be stranded. All wiring shall be installed in conduit and parallel to building lines of the building structure, except as follows: Armored cable (MC or BX) may be used in vertical drops in existing finished walls, or in ceiling for drops from the junction

- boxes to light fixtures (maximum 3m). Daisy chaining with armoured cable between light fixtures is not permitted. All wires in junction boxes must be numbered. Armoured cable for other applications, if required, must be approved by NAD;
10. Connection to and/or relocation of distribution panel, and above ceiling conduits (if applicable), branch wiring and associated panel breakers, outlets, and receptacles shall be the responsibility of the Tenant. Note that all receptacles and junction boxes must be dymo labeled with circuit and panel number identification. (Prefer Brother 2000 type dymo labeler). All labeling format must be approved by NAD.
 11. Tenant shall ensure that all wiring for lighting, power, fire alarm, telephone, data, television and low-tension systems within walls and ceiling plenums is installed in steel conduit with steel fittings (no cast fittings) or metal raceways or cable trays. No exposed wiring is allowed.

B32 Communication Service

1. NAD will provide one 2" empty communications conduit for Tenants from nearest communication tray or Base Building's communication equipment room (CER) to NAD designated location at the Premises. All Tenants requiring telecommunications wiring between Base Building's equipment room and Tenant's Premises, including wall plates and wiring termination, shall be installed by NAD at Tenant's expense;
2. All communication equipment/cable trays must be restrained per Section B18.

B33 NAD Provided Electrical Fire Alarm Service

1. For Tenant spaces with rear exits leading directly to an exit corridor, NAD shall provide one fire alarm pull station, an exit sign, and exit light located at the rear exit door from the Premises, which shall be connected to tenant panel and base building fire alarm systems.
2. NAD shall provide Base Building fire alarm detection and alarm system, exit sign, and exit lights to meet code requirements for general coverage of open space with no ceiling. Exit lights will be on battery emergency power circuit.
3. The Tenant shall provide additional fire alarm EVAC speakers, detection devices, break glass pull stations and all associated testing and verification within Tenant's space, if required by code. Fire alarm EVAC speakers, break glass pull stations and other related fire alarm system work required by Tenant must be carried out by Base Building's contractor and consultant at the Tenant's expense.

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SECTION C - Barrier Free Design Requirements

C1 Barrier Free Requirements

1. NAD has made a commitment to providing meaningful access for people with disabilities in all areas of facility design and operation. NAD recognizes that persons with disabilities represent a rapidly growing and largely untapped market force in our economy, and that they will play a large part in the activities at the terminal. 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 full accessibility of facilities.
2. Universal design is design that does not discriminate. It is design that improves function and participation in society for the broadest population possible, including persons with disabilities, older people, children, people of small stature, and many other groups whose needs have not traditionally been considered in the design process. As a part of this manual, standards for Universal Design have been included. It will be every Tenant's responsibility to ensure that its designs conform to current local code requirements for accessibility. In no way is this meant to replace applicable barrier free codes and/or legislation; if there is a conflict, the more stringent requirement is to be followed.
3. NAD intends to promote the accessibility aspects of its facilities, and encourage persons with disabilities to use its services; maintaining good access for all users within each Premise is required. Following are guidelines for providing an accessible environment in your Premises.

C2 Recommendations for Retail Barrier Free Design - Retail

1. Power doors, or at least low resistance – delayed action door closers where doors are used in customer accessible areas.
2. Minimum aisle widths should be 42", and aisles kept clear of displays. 48" is preferred.
3. Displays should be generally kept at eye level and easily accessed from a seated or standing position.
4. Counters should have low sections or cut-outs to accommodate wheelchair users, on both the public side and the working or operating side. Accessible sections should be integrated in the main service counter(s) as an integral part of the overall counter design and not added as a separate piece or in a separate area. Either a portion of, or the entire counter, should have the top

- surface no higher than 33 ½". If the counter is a work surface, knee and toe clearance should be provided that is at least: 31½" wide x 27½" high x 19½" deep.
5. Informational signage should have a non-glare surface, with high contrast lettering and be generally mounted at eye level.
 6. Floor surfaces should be slip resistant.
 7. Change rooms (if included) should have a minimum 33½" clear opening doorway, a minimum 60" x 60" clear space within the change room, lower clothes hooks, and door handle operable with one hand.

C3 Recommendations for Barrier Free Design - Lounges

1. Bars should have lowered section for wheelchair users and/or people unable to use high stools. The dimensions listed in C2 for counter space with knee and toe clearance are suitable for tables in restaurants. The clear space must be included. Cantilevered tables or tables with straight legs at each corner are preferred over pedestals which restrict clearance underneath the table.
2. All tables need a minimum clearance of 27½" under the table.
3. Disability Awareness Training is recommended for lounge servers and greeters.
4. Aisles between tables can be a minimum of 42", but a width of 48" is preferred.

C4 Recommendations for Barrier Free Design - Restaurants/Lounges

1. Specific recommendations will depend on the exact nature of the restaurant and its decor. However what follow are basic "rules of thumb" for restaurant design as it relates to persons with disabilities.
2. Menus (approximately five) are to be provided in alternate formats -large print, Braille and/or audio-tape, for persons with low vision or blindness. Where possible, wall mounted menu boards should be included and have a minimum of 100 lux of flat, even light.
3. At least 5 percent of the seating must be accessible to people with disabilities. Seating for persons with disabilities should be dispersed throughout restaurant. Fixed seating such as booths are generally difficult for people with disabilities.
4. Generally, booth seating is to be discouraged. However if booths are an integral part of a design concept, providing some accessible tables in an area immediately adjacent to the main serving area (i.e. not a segregated or separate area) is permissible.
5. Clear, well-lit directional signage (indicating washrooms, etc.) shall be placed at the entrance.

6. Chairs should be strong but light and easy to reposition.
7. Seat height should be 18" from the floor, approximately 16 ½" deep x 16 ½" wide. A mixture of chairs with arms and chairs without arms should be available. As a minimum 1-10 chairs should have arms.
8. Supports or cross bracing may not interfere with kickspace under the chair.
9. Aisle widths of 42" minimum, 48" preferred, need to be maintained to allow wheelchair access.
10. To accommodate wheelchairs - a minimum clearance of 27 ½" under tables and 35 ½" between legs is important. Tabletops should be a minimum 36" x 30", with any sharp square corners rounded off, including on the underside.
11. Corner legs on tables are preferred, however if round tables with centre posts are used for dining, the minimum knee clearance from the edge of the table to the centre post should be 19 ½".
12. In consideration of older adults and others with limited strength and/or poor dexterity, tableware and accessories should be selected that are easy to use, or be available on request, e.g. flatware with larger diameter handles, four pronged forks - not three prong, glasses and cups should have broad stable bases, glasses with pattern or texture are easier to grip, etc.
13. Drinking straws should be available on request.
14. Pre-packaged condiments are difficult for people with poor dexterity. Alternatives should be available on request.
15. Self serve areas require a counter for trays that is no higher than 34" from the floor, 19½" wide, provide at least 27 ½" of knee space under the counter and be continuous from entrance to cashier. Color contrasted stops should be placed at the end of the tray slide. Food service lines shall have a minimum width of 36" however 48" clear is preferred.
16. Food on shelves should be no higher than 48", no lower than 16" and placed no further than 24" from edge of the counter. Duplicate items may be placed to suit designer's choice. Operators are also encouraged to make some of each product available at different heights to accommodate different range of motion capabilities (vertical stacking).
17. Tableware and Condiment Areas knee to offer 27 ½" of knee space and a maximum counter height of 34".
18. Disability Awareness Training is recommended for restaurant servers and greeters.

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SECTION D - General Information

D1 Applicable Codes and Standards

1. This Manual is to be read in conjunction with the Lease, NAD Construction Safety & Security manual requirements, NAD Environmental Construction Standards, NAD Concessions Handbook and all other codes and regulations, which are applicable to the Work.
2. Under separate binder is Section H, "Lynden Pindling International Airport Expansion – Tenant Design Criteria Manual" which is also a part of this document.
3. 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 NAD does not relieve the Tenant of responsibility to satisfy all applicable regulations. These regulations include, but are not limited to applicable codes and standards listed in Appendix "A-2".
4. Compliance with this Design Criteria Manual and the Reference Documents will form the basis of NAD's approval of all Tenant design and construction work. In case of discrepancy between the Design Criteria Manual and the Lease, the Lease shall take precedence and shall apply.
5. The referenced building code for the Lynden Pindling International Airport Expansion is the current Bahamas Building Code 2003 including amendments and referenced material standards.

D2 Permits and Fees

1. The Tenant's contractor shall obtain all necessary permits from the Commonwealth of the Bahamas Ministry of Works and Utilities.
2. Tenant is advised that additional permits and/or approvals may be required during construction, including but not limited to: Facility Alteration Permit, other NAD permits, permits from electrical and propane utilities, and special approvals for propane and electrical equipment.
3. Construction shall not commence until all permits have been secured and copies have been delivered to the NAD Tenant Construction Coordinator.

D3 Professional Service

Tenants are required to retain design, engineering and contracting professionals for

their project. Architects and Engineers of Record are required to be registered to practice in the Commonwealth of the Bahamas.

D4 Letters of Assurance

The Tenant shall provide applicable NAD Third Party Letters of Assurance, as available from the NAD Tenant Construction Coordinator. See Appendix "A-3".

The Letters of Assurance intend that the registered professional responsible for the design is also responsible for the field review. The separation of design and field review responsibilities is undesirable and should not occur unless the design registered professional is unable to conduct the field review. There are also, however, instances, for logistical reasons, where this may not be possible and the field review responsibility is delegated to a different registered professional. The different registered professional conducting the field reviews may be from another firm or in the same firm. In either case the Letters of Assurance must be amended to reflect these different registered professionals.

As the purpose of the field review is to confirm that the design intent has been realized in the construction and also to provide assurance that the constructed building is in substantial conformance with the Building Code, it is imperative that close coordination and communication exist where the designer is not the person conducting the field review.

D5 Base Building Drawing for Tenant Use

1. The NAD will provide one (1) CADD disk (or other on line / digital media) and portions of Construction Documents of the Lynden Pindling International Airport Expansion Project (Base Building) for the Tenants' use in their design.
2. In addition, specifications will be provided by the base building design team and additional information may be requested by the Tenant through the Commercial Development Department, as listed in B2.

D6 Tenant's Requests to Modify the Base Building

If Tenant requirements for any of the base building services supplied by NAD exceed the standards or capacities outlined in the Lease and this manual, Tenant may apply to NAD for upgrading of such services at their expense. NAD will review the application and may, at its sole discretion, agree to the upgrade. If NAD agrees, NAD shall supply a quotation to Tenant for such upgrade work and that amount shall be reimbursed by Tenant to NAD, on request, following completion of the work by NAD's contractor. All related costs, including the costs of NAD's supervision, administration and consultants, shall be borne by Tenant. Under no circumstances will Tenant's contractor be permitted to make modifications to the Base Building systems.

D7 Tenant Authorization of Base Building Modifications

Tenant shall be required to sign a "Tenant Authorization Form" (T.A.F.) (see Appendix "A-5") for work performed by NAD on behalf of Tenant, or to accommodate Tenant design requirements, prior to the work being performed. This form will be prepared and issued by NAD. As soon as the nature of the work and the price is agreed, and a deposit of 20% is received, the work shall be executed. Tenant shall pay balance of the costs directly to NAD upon invoicing following completion of the work. The Letter of Credit Security referred to in the Lease shall be security for all of the Tenant's obligations, including payment of Tenant's Work performed on the Tenant's behalf by NAD.

D8 Safety and Security

1. It is the intention of NAD to provide a safe, secure and healthy work place for each and every worker on NAD's property. This applies to work performed within the Premises or under Tenant Control. Special procedures are required for air quality management within leased premises during construction to ensure that other areas of the Terminals are not affected. Refer to NAD Construction Safety & Security Manual.
2. Each Tenant's manager, its supervisors, contractors and workers must accept responsibility to ensure that safety and security are the top priority. Nothing less will be accepted.

D9 Working in the Airport

1. It is the responsibility of the Tenant, design team and contractor to obtain and become familiar with NAD's guidelines as stated in the Lease, NAD Construction Safety & Security Manual requirements, NAD Policies & Procedures, Environmental Construction Standards, and NAD Concessions Handbook prior to commencement of Tenant's Work.
2. NAD reserves the right to stop the Tenant's Work at any time, for any reason NAD deems necessary to maintain the operation, standards or requirements of the Airport.
3. Tenant representatives, design team and contractors who will be working in any airside area of the airport are required to obtain an employee Restricted Area ID. See Section F6 for additional security information.
4. Tenant, its contractors and employees must conform to NAD's rules and regulations with respect to Airport access and security as set out by NAD and AA Security from time to time. NAD will provide required forms and instructions upon execution of the Tenant Lease. Tenants can contact the Security Access Control Office at 242-377-1759 with any questions or concerns.
5. If the Tenant or its consultant(s) 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 NAD or its designated representative access to the space a minimum of 48 hours prior to the desired time of access. Access to locked facilities should be arranged through the NAD Tenant Construction Coordinator.
6. Welding, grinding cutting or similar activities will require NAD hot work permits, fire watches and careful venting of smoke and fumes; hot work should be performed at times that will cause minimize disruption to other site activities. During Tenant improvements it would be beneficial to do welding off-site or use a steel fabricator well versed with welding and ventilating in the Base Building.
 7. Once the Terminal is operational, it will have a sensitive fire detection system that may be triggered by the dust or smoke from construction activities. To prevent false alarms NAD may require localized shutdown of the fire detection system with added security and fire-watches at tenant space. The cost for this will be borne by the tenant. Note: Lock-out procedures normally take a minimum of seven (7) days for application to be approved.

D10 Definitions

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

Base Building - The base building includes the building's primary structure; the building envelope (roof and facade) in whole or part; public spaces including circulation and fire egress (lobbies, corridors, elevators and public stairs); public washrooms; and primary mechanical and supply systems (electricity, air conditioning, telephone, water supply, drainage, etc.) up to the point of contact with individual occupant spaces.

Blade Sign – Projecting signs that either project from a wall or hang from an architectural element and contain the Tenant's name and/or logo.

Closure Line – Line of the storefront entrance door (sliding, rolling, swing, etc.) in the closed position.

Concourse – Pre security, the public circulation and queuing area associated with the airline check-in and ticketing positions. Post security, the main public corridor that runs through the airport. Retail concession areas are generally located on the concourse.

Tenant's customer queues, furnishings, fixtures and/or accessories shall not extend past the Lease Line into the Concourse.

Deficiency List – A list of construction deficiencies, prepared by NAD, or its designated representative. See G2.

Design Control Zone – An area inside the Premises that extends from the Lease Line a specific distance into the space. This zone, where it occurs, will be noted on the LOD.

Design Themes - Design themes are expressed on pages 8 and 9 of Section H and are intended to serve as a unifying element and inspiration for the design of the Tenant spaces. Colors, materials, graphics and icons derived from these themes help to create concession spaces that complement the architectural qualities of the base building and are compatible with adjacent tenancies.

Demising Wall – Any wall separating a Tenant's space from another tenancy or common area. Refer to the appropriate building code for required rating.

GWB – Gypsum wallboard.

Hold Room – A room or area, located adjacent to a gate, with seating for passengers to wait for departing flights.

Landside – The portion of the airport located pre-security (before the security gates).

Lease – Agreement between Tenant and NAD. Tenant design must be in accordance with this manual and the Lease. Where there is a conflict, the Lease shall be the governing document.

Lease Line – The imaginary line surrounding the Premises. The Lease Line generally occurs at the centerline of a glass storefront, the centerline of a demising wall, or the inside face of a common area, concourse or exterior wall.

Lease Outline Drawing (LOD) – A drawing of the Premises that shows the Lease Line, utility stub-out locations, and the Design Control Zone (if any). The LOD will be furnished to the Tenant by NAD prior to the signing of the Lease. All information provided on the

LOD must be field verified by the Tenant prior to start of construction.

NAD – The Nassau Airport Development Company or its designated representative. NAD is the governing airport authority at Lynden Pindling International Airport.

Premises – The area of the airport that is subject to the Lease.

Signage Pop-Out Zone – a zone that allows the Tenant three dimensional storefront elements. Refer to Section H.

Tenant – the person or group who rents and occupies the Premises by right of the Lease for the term of the Lease.

Tenant Design Criteria Manual (TDCM) – This manual, in its entirety, including Section H and all appendices.

Tenant Identification – Tenant Identification signage is limited to the Tenant's name and logo. The inclusion of symbols and other icons as part of the Tenant Identification signage will be reviewed by NAD on a case by case basis.

Volatile organic compounds (VOCs) – Emitted as gases from certain solids or liquids. VOCs include a variety of chemicals, some of which may have short- and long-term adverse health effects. Concentrations of many VOCs are consistently higher indoors (up to ten times higher) than outdoors. VOCs are emitted by a wide array of products including paints and lacquers, paint strippers, cleaning supplies, and other building materials and furnishings.

Work - The successful performance of the entire scope of a specific construction project including labor, materials, equipment, and other associated items necessary to fulfill all obligations under the contract.

SECTION E - Tenant Design Submission

E1 General

1. Preparation and submission for NAD's review of drawings, samples, and specifications for the Tenant Fit-out of the premises must be in accordance with this Section and as set out in Schedule 'H' of the Lease, Facility Alteration Permit.
2. All Tenant Work shall be in accordance with local laws, regulations and codes. Attention is drawn in particular to the non-combustible classification of the building, related flame spread ratings, smoke development classification of materials and required restraint of building elements and construction components. The Tenant shall provide documentation demonstrating compliance to NAD.
3. NAD will review each design submission on individual merit and in the context of neighboring Premises, and reserves the right to require changes to or reject elements of the design in whole or in part. Further, NAD at its sole discretion may waive any of the design requirements stated in this manual, or introduce additional restrictions at any time and from time to time.
4. Tenants are reminded that submitted designs will be evaluated against the Design Intent and Thematic Zones described in Section H herein.
5. Tenant design must be created on AutoCAD release 2005 or higher and in conformance with NAD CADD Standards, (See Appendix "A-4").
6. Drawings are required to be in Imperial scales.
7. All submissions shall include three (3) black line drawing sets; three (3) copies of all reports and specifications requested; and two (2) materials and samples boards (min. 11" x 17" boards). Two (2) architectural renderings shall be submitted, at NAD's request.
8. NAD will review and comment in writing on the Tenant's submissions for conformance with the intent of the design criteria in one of the following manners;
 - Accepted,
 - Accepted as Noted or,
 - Revise and Resubmit.
9. NAD acceptance shall not be deemed to certify that the Tenant's documents comply with all applicable Legal Requirements and shall not relieve the Tenant of the responsibility to verify all job conditions including, without limitation, dimensions, locations of utilities, lease lines, expansion joints and required

clearances.

10. All final submissions shall be signed and sealed by the Architect and Engineer(s) of record.

E2 Tenant Submission Schedule

1. Within 30 days of the execution of the Lease, a design start-up meeting shall be convened to review NAD's design guidelines and thematic context of the Premises.
2. Within 30 days of date of the design start-up meeting, the Tenant shall prepare and submit its Preliminary Design to NAD as set out in article E3 of this section, for NAD's review and acceptance.
3. Within 15 days of the Preliminary Design submission, the Tenant will receive NAD's written review. Received comments shall be incorporated into the Tenant's next design submission.
4. If a resubmission is required by paragraph E1.8 above, the Tenant shall resubmit the design within 15 days thereafter addressing the noted concerns. This process shall continue until an "Accepted" or "Accepted as noted" response is achieved.
5. Within 45 days of an "Accepted" or "Accepted as noted" response to the Tenant's Preliminary Design submission, the Tenant shall submit its proposed Final Design as set out in paragraph E4 of this section, for NAD's review. The Tenant's final design submission shall include revisions to and incorporate NAD's comments on the preliminary design, as well as any agreed base building modifications required to accommodate the Tenant's final design.
6. NAD will review and respond to the Tenant's final design submission according to the process set forth with respect to the preliminary design submission. A *Letter of Authorization to Proceed* will be issued by NAD upon approval of the final design submission.
7. Within 30 days of the Tenant's receipt of NAD's acceptance of the Tenant's final design, the Tenant shall prepare and submit Contract Documents for review, as set out in paragraph E5 of this section. NAD shall notify the Tenant of its acceptance or request for revision of the Tenant's contract documents within 28 days of receipt of same.
8. NAD will make its best efforts to expedite the reviews of the Tenant's submissions, however the Tenant should be aware that NAD will review the submissions in the context of adjacent Premises and that this may affect the schedule of the reviews.

E3 Preliminary Design Submission

The following indicates the minimum requirements of the Preliminary Design Submission; other documents that support the Tenants' submission are encouraged.

1. Key Plan showing the location of Tenant premises within the Airport;
2. Proposed Merchandising Plan showing fixture layout and product displays;
3. Furniture layout;
4. Floor finish layout in public-use areas;
5. Interior and exterior elevations;
6. Proposed storefront design with signage;
7. Proposed key mechanical, including plumbing, sprinkler, HVAC, electrical, security, and telecommunication systems;
8. Mechanical and Electrical Single Line Diagrams;
9. Materials board including: colors; finishes; furnishings; lighting fixtures, etc.

E4 Final Design Submission

The following indicates the minimum requirements of the Final Design Submission; other documents that support the Tenants' submission are encouraged.

1. Key Plan showing the location of Tenant premises within the Airport;
2. Architectural Floor Plan layout;
3. Proposed Merchandising Plan showing fixture layout and product displays;
4. Mechanical and Electrical Drawings and load calculations;
5. Interior and Exterior Elevations;
6. Colored architectural renderings if requested by NAD;
7. Reflected Ceiling Plan;
8. Millwork – sections and elevations;
9. Finish Schedule;
10. Room, Door and Hardware Schedule;
11. Sample board of materials, finishes and colors if revised from previously approved Preliminary Design Submission;
12. Description of proposed IT, Voice and Data Services and Security Systems;
13. Signage – sections, elevations, related details and technical information;
14. Cut sheets of lighting fixtures, diffusers, grilles, plumbing fixtures, drains, sprinkler heads, etc.;

15. Drawings identifying means of structural restraint for all tenant fit out items. These items may be shown directly on architectural drawings provided the drawings are submitted as part of the submission process;
16. Drawings showing the size and location of all proposed slab and roof penetrations. Where necessary the reinforcement of these openings shall also be shown. Separate drawings for slab and roof penetrations shall be submitted; as this work will be performed by the NAD at the Tenants expense see section B19;
17. Where an expansion joint crosses the tenant improvement space, drawings must be provided to show clearly the separation of the two sides and the provision of a properly sized gap to meet expected movement between the two sides. The fastening of fixtures to both sides of the gap will not be permitted. Tenant shall not modify the building expansion joint.

E5 Contract Document Submission

The following indicates the minimum requirements of the Issued for Construction submission:

1. Tenant shall prepare and submit Issued for Construction drawings and specifications, sealed by an Architect or Engineer registered in the Commonwealth of the Bahamas. Submission shall consist of: three (3) sets of prints, plus three (3) sets of prints which are sealed, for NAD's review and approval, CADD discs in DXF format (if required by NAD), NAD Letters of Assurance and project coordination documentation as requested in the Final Design Submission review documents. NAD will notify Tenant of its approval or otherwise within 28 days of NAD's receipt of same.
2. Architectural:
 - (a) Key Plan showing location of the project within the Airport including listing of all applicable code references, including the Bahamas Building Code. Show building Grid lines and room numbers;
 - (b) Floor Plan(s) (1/4" = 1'-0") indicating locations of partitions and type of construction, egress routes and exits in the vicinity of the Project, placement of fixtures, furnishings, floor patterns, material selections and washroom location (if any);
 - (c) Reflected ceiling plan(s) (1/4" = 1'-0") showing ceiling materials, various heights, location of all light fixtures, diffusers, grilles and sprinkler heads, access door locations and sizes for access to NAD's base building and Tenant's services;
 - (d) Separate drawing of reflected ceiling plan must show all locations and size of access panels required to service base building and Tenant HVAC, Plumbing, Fire Suppression, and Electrical Equipment within ceiling spaces;

- (e) All Interior Elevations ($\frac{1}{4}'' = 1'-0''$);
 - (f) Sections and details sufficient for construction;
 - (g) Storefront Elevation ($\frac{1}{2}'' = 1'-0''$) showing NADs bulkhead opening, ceiling materials, and location of all light fixtures, signage and emergency exit sign(s) and decorative finishes and materials;
 - (h) Sign, logo and lettering details ($\frac{1}{2}'' = 1'-0''$) showing elevation and section views, letter style and size, all colors and materials, methods of illumination, installation, color of illumination and voltage requirements;
 - (i) Specifications, interior finishes and color schedules, millwork details and furniture cut sheets, door and hardware schedules;
 - (j) Fixture cuts of all lighting, and plumbing fixtures including manufacturers name, catalogue number, catalogue cut, lamp types, mounting and custom designs;
 - (k) Details of securing the Premises when closed;
 - (l) Sample board of materials, finishes and colors if revised from previously approved Final Design Submission;
 - (m) Technical Specifications.
3. Structural (if applicable):
- (a) Drawings and specifications for proposed structural elements ($\frac{1}{4}'' = 1'-0''$ min.);
 - (b) Technical Specifications;
 - (c) Drawings indicating size and location of all approved slab or roof penetrations;
 - (d) Drawings showing all existing expansion joints and required modification details including details of connections such that no fixtures or finishes are connected to both sides of the joint;
4. Ventilating and Air Conditioning:
- (a) Floor plan, fan coil units, fire dampers, duct layout, size and manufacturer of grilles and diffusers, thermostats where applicable ($\frac{1}{4}'' = 1'-0''$ min.);
 - (b) Technical specifications and fixture cuts;
 - (c) Air conditioning gain/loss calculations;
 - (d) Venting, make-up air requirements, including volumes and flow-rates;
 - (e) Service access panel sizes and locations.
5. Plumbing (if applicable):
- (a) Floor plan of services - ($\frac{1}{4}'' = 1'-0''$ min.) showing all plumbing, including: fixtures, water supply lines, floor drains, traps/clean outs; shut-off valves;

- back-flow preventers; etc.;
 - (b) Technical specifications and fixture cuts including potable water heaters;
 - (c) Venting requirements;
 - (d) Service access panel sizes and locations;
 - (e) Fixture unit flow calculations;
 - (f) All potable hot and cold water sanitary and vent requirements.
 - (g) Propane gas piping and appliance/ equipment loads.
 - (h) Metering locations (propane gas, potable cold water)
6. Sprinklers and Fire Protection:
- (a) Sprinkler distribution changes, head layout and hydraulic calculations (if applicable);
 - (b) Baffles (if applicable);
 - (c) Fire extinguisher locations.
7. Electrical:
- (a) Floor plan showing electrical requirements ($1/4" = 1'-0"$) and single line distribution layout; receptacles; light switches; light fixture locations; electrical panels; service hook-up location; size and type of transformer, (if required), etc.;
 - (b) Fixture schedule showing quantity and watts for each fixture;
 - (c) Special lighting, i.e. signs, logo, etc. plus exit signage;
 - (d) Smoke detectors (show on architectural ceiling plan);
 - (e) Specifications of fixtures;
 - (f) Technical specifications;
 - (g) Completed table of total electrical demand and connected loads, service location and size of transformer (if required);
 - (h) Service access panel sizes and locations;
 - (i) Equipment scheduled on Drawings;
 - (j) Emergency lighting;
 - (k) Fire alarm including pull stations, sprinklers, etc;
 - (l) Metering locations (electrical);
 - (m) Manual stations, signaling devices (bells, speakers, strobes) and other fire alarm devices;
 - (n) Exit signs;

- (o) Security system (if applicable);
 - (p) IT, voice and data cabling diagrams.
8. For Tenant Concessions built when the Terminal is operational: Tenant hoarding and dust control plans. (See NAD Safety and Security Requirements, NAD Policies and Procedures and Section F15).
 9. NAD Letters of Assurance issued by Tenant's registered professionals (Architect /Designer /Engineer).
 10. Tenant Check List.

E6 Construction Submissions

1. During base Building Construction: Facility Alteration Permit (FAP).
2. When Terminal is operational: Facility Alteration Permit (FAP).
3. Once NAD issues final Contract Document approval, any Tenant change must be submitted in writing to NAD or its designated representative 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 days for a response from NAD. Direction by any Authority other than NAD, or its designated representative, to make a change in the drawings does not constitute approval by NAD. It is the Tenant's responsibility to notify and obtain NAD's approval or concurrence with any such directives or changes. If changes are made without NAD 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 Deficiency List process.

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SECTION F - Construction Regulations

F1 Pre-Construction Meeting

A mandatory pre-construction meeting must be scheduled through NAD or its designated representative. Those present at this meeting should be the Tenant, the Tenant's contractor and job site superintendent, NAD staff and/or their designated representatives, and the Base Building General Contractor. NAD procedures, rules and regulations for Tenant construction will be reviewed. In addition, any logistical items will be reviewed (security, delivery, trash removal, etc.) The 24 hour phone or pager numbers of the Tenant's representatives shall be provided to NAD. A joint inspection of the premises will form part of this meeting. The following submissions shall be made at the pre-construction meeting;

1. Three (3) copies of the NAD approved FAP drawings.
2. Three (3) copies of the approved drawings, stamped by NAD.
3. Three (3) copies of "Issued for Construction" contract documents. These documents shall include, but not necessarily be limited to, drawings, specifications, contracts or other data.
4. Three (3) copies] of Insurance Certificates in compliance with the requirements of the Lease (see also F12). An insurance certificate must be submitted for each space with the space noted on the certificate. Additional insured's include the Tenant and any of their representatives, NAD, and other representatives or consultants as required by specific projects, including:
 - YVRAS (Bahamas) Limited.
5. A list of proposed subcontractors and the sub-contract amounts.
6. A construction schedule and plan that includes all activities required to complete the work. The schedule shall include all work components, permit procurement, shop drawing submittals, owner furnished items, interfaces with pertinent agencies and/or base building work, project milestones, substantial completion and final acceptance dates. If NAD and/or their representative identify 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 NAD and/or their designated representatives of any change in this schedule.
7. Materials Handling Plan
8. List of any special provisions required to protect existing conditions and to

coordinate the work with NAD and/or their designated representatives, NAD's General Contractor, airlines, tenants, or other contractors performing work at the airport.

9. Notarized Statutory Declaration waivers as described in paragraph **F20** of this section.

F2 Safety Orientation Meeting

1. Tenant contractor shall attend a safety orientation meeting organized by
 - (a) The General Contractor for C-230 and C-240, during the initial construction of the Terminal.
 - (b) NAD, once the Terminal is operational.

F3 General

1. All work at the Airport shall be performed by skilled workers to the highest standards of construction practice. All workmanship by Tenant must be to the satisfaction of NAD.
2. Products, materials, equipment and articles incorporated in Work shall be new, not damaged or defective, and of the best quality for the purpose intended.
3. NAD's staff and their designated representative 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.
4. The Tenant and their contractors will be required to attend a weekly progress meeting with NAD, NAD's Base Building General Contractor or its designated representative. Included in the progress meeting is a review of the schedule, plans and specifications being used in the project, co-ordination with NAD, NAD's Base Building General Contractor or its designated representative, and any other issues which must be resolved, including issues which may have an impact on airport maintenance and/or operations.
5. Tenant's Contractor is to comply with NAD Environmental Construction Standards, NAD Construction Safety and Security Manual requirements, and any other procedures or requirements issued by NAD or the Base Building General Contractor for the Project. NAD reserves the right, at its sole discretion, to modify, delete from, add to or alter these procedures and requirements as needed from time to time.

F4 Identification Badging

Any construction personnel working airside must either be badged or be accompanied by someone with a badge at all times. No one is allowed on the airfield at any time. Questions regarding badging requirements for Tenant construction personnel can be directed to the NAD Tenant Construction Coordinator. The process for badging is detailed in Appendix A6.

F5 Working Hours

1. The Tenant's contractor(s), when first arriving on site, must check in with the Base Building General Contractor and/or Tenant Construction Coordinator, who will inform them of rules and regulations to be observed on this project, and provide safety orientation. The Tenant's contractor(s) and suppliers will be subject to restrictions that may be imposed by the Base Building General Contractor(s) and/or NAD in regards to hours of work, scheduling and co-ordination of work.
2. Unless directed otherwise, construction activities must take place between 07:00 and 17:00 (while Terminal is under construction) and between 21:00 and 05:00 when Terminal is operating. Depending on the specific circumstances and at NAD's sole discretion, permission may be granted to work at other times. Such specific construction activities will be reviewed during the pre-construction meeting. Requests to work outside the normal working hours are to be made not less than 24 hours before the work is to start. The Tenant is expected to be responsible for coordinating activities which may affect others operating at the airport. For work other than during normal working hours, the Tenant's contractor shall pay for the costs of all standby facilities (e.g. paramedics, security, construction manager supervision etc.) required as a result of such work.
3. If boom trucks or cranes are required, their use must be reviewed by Airport Operations and a NOTAM (Notice to All Airmen) issued if required before equipment is operated. Noisy activities and movement of material may require work during non-peak after hours. Review with NAD.
4. Should progress of construction of work performed within the regular working hours established by the Base Building General Contractor and/or the Tenant Construction Coordinator be insufficient to ensure a satisfactory on-time store opening, the Tenant's forces may work overtime or in extra shifts, subject to NAD approval.

F6 Security Regulations

1. The Tenant, its contractors and employees must conform to NAD's rules and regulations with respect to airport access and security as set out by NAD from time to time. It is imperative that all airport security rules and regulations be followed.

2. Minors shall not be permitted on the construction site at any time. All Tenants must obtain and become familiar with NAD Construction Safety and Security Manual requirements. The existing Terminal Buildings are subject to Airport operational security restrictions at all times, and they shall remain in effect throughout construction. When Terminal C becomes operational, operational security restrictions will apply.
3. The Tenant and its contractors are solely responsible for the security of the Tenant work-site. NAD is not responsible for damage to the contractor's work or loss of property. The Tenant and/or its contractor may be required to pay for NAD security personnel if doors are left open during deliveries or debris removal.

F7 Project Health and Safety

1. The Tenant and their contractors have sole and complete responsibility for safety on the project. It is the responsibility of the Tenant to ensure that its contractor(s) exercise all caution in matters relating to public and construction safety. The Tenant and its contractor(s) shall comply with all health and safety requirements or standards in effect under Commonwealth of the Bahamas, NAD standards and NAD Construction Safety and Security Manual. NAD or the Base Building General Contractor may issue to Tenant's contractor(s) from time to time safety instructions that shall require strict compliance.
2. The Tenant shall designate a Safety Representative during the entire construction period. First Aid shall be available to Tenant's contractor(s) at the Base Building General Contractor's First Aid Station during regular working hours established by the Base Building General Contractor. For construction performed after hours or when a Base Building General Contractor's services are not available, Tenant's contractor must supply First Aid at each project site, at their cost. Tenants are to coordinate their work with the schedule of the Base Building General Contractor.
3. Safety orientation will be provided by the Base Building General Contractor; however such provision or non-provision will not relieve the Tenant or the Tenants' contractors from understanding and following all required safety procedures.
4. Fire protection shall comply with all fire regulations in effect under Commonwealth of the Bahamas, and NAD standards.
5. The Tenant and contractors shall, at all times, conduct the work in such a manner as to ensure the least obstruction to the public, including vehicular and pedestrian traffic. If NAD or its designated representative determines that any type of operation constitutes a nuisance, the contractor shall, immediately proceed to conduct its operations in an approved manner.

F8 Temporary Services

1. NAD shall, through its Base Building General Contractor at its designated locations, provide Tenant with construction electrical power, water and sanitary facilities, including supervision and co-ordination of base building components, co-ordination of Tenant deliveries, and removal of garbage from collection points.
2. Workers on site shall use only those washroom facilities and water resources designated for construction personnel. Use of permanent building facilities is not permitted. Urination on the job site other than in the washrooms provided shall be cause for immediate dismissal/job loss.
3. The use of elevators shall be coordinated with NAD, Contract C-260 and/or its Base Building General Contractor. The Tenant and/or its contractors shall not utilize elevators unless specific approval has been authorized. During any approved use of elevators the Tenant and its contractor(s) must provide proper protection of all surfaces and elements within the elevators. Any damage done will be repaired at the Tenant's expense.

F9 Roof Work

1. All Tenant work involving the roof, including openings through the roof and mounting equipment upon the roof, shall first have the written approval of NAD. The only weight that may be added to the main roof structure is light exhaust units or condenser units and only after the written approval of the base building structural, mechanical and electrical engineers. All work shall be performed by NAD's contractor(s) at Tenant's expense. All rooftop equipment to be painted to match the color of NAD's equipment. Under no circumstances shall Tenant enter upon the roof.

F10 Access to Leased Premises and Storage of Materials

1. Access arrangements for the delivery of construction and other building materials must be approved and coordinated with NAD and/or its Base Building General Contractor. Deliveries are restricted to between 09:00 and 16:00 except as otherwise identified by NAD and/or its Base Building General Contractor.
2. If the Tenant's construction period occurs while the Terminal is operational, the Tenant may not work in any part of the Concourse unless otherwise approved by NAD or described herein.
3. While the Terminal is operational, Tenants shall not enter upon the Terminal floor, except as noted herein, without the prior approval of NAD.
4. Tenants having rear service doors shall use same for all routine access to

- Premises. Tenants having no access other than from the Concourse shall use routes of access as designated by NAD from time to time and then using only rubber tired conveyance devices. Oversized objects may be delivered to the Premises via Concourse on routes designated by NAD or the Base Building General Contractor.
5. Delivery trucks and contractors' vehicles are not permitted to park on sidewalks, landscaped areas and throughways or along the perimeter of the building.
 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 the NAD's Tenant Coordinator, access to the space a minimum of 48 hours prior to the desired time of access.
 7. All materials must be stored within the limits of the Temporary Construction Barricade, or in areas prescribed at the pre-construction meeting. Unless specifically authorized, materials shall not be held or stored outside the construction site; e.g. in corridors, public areas or areas being used by others.
 8. No hazardous materials may be stored on site.
 9. The Tenant and its contractors are responsible to ensure all materials are properly packed and shipped so as to prevent any injuries to persons and prevent any damage occurring to existing surfaces, elements and structures either while in transit or held in storage.
 10. Upon completion of the work, storage sites and working areas shall be cleaned and restored to their original condition by the Tenant and its contractors at their own expense.

F11 Use of Public Floor Space

1. Temporary scaffolding mounted on rubber-tired rollers will be permitted on the Public floor for Tenant storefront work, by prior arrangement with NAD. The use of pallet jacks on any finished floor will not be allowed. Delivery vehicles, man-lifts and dollies must have pneumatic tires.
2. The use of scissor lifts or Genie-lifts will be governed by the live load capacity of the floor, the capacity of the expansion joints and the desire to limit damage to the finishes in the terminal building and the limit of corridor widths and elevator capacities. Where possible the use of motorized lifting devices should be eliminated; where motorized lifting devices are required as part of the construction, NAD will require a sealed letter from a Professional Structural Engineer stating that the motorized lift and its operation will not cause damage to the terminal building or its finishes.

F12 Insurance

1. Tenant, at all times throughout the Tenant construction, shall carry the following insurance in the joint names of NAD and Tenant:
 - (a) General Liability Insurance covering Tenant, its contractor(s) and subcontractor(s), in an amount not less than \$2,000,000.00 BSD per occurrence in respect of any injury to or death of one or more persons and loss or damage to the property of others;
 - (b) All risks insurance covering all property in the Premises owned by Tenant or for which Tenant is legally liable including, but not limited to, Tenant's Work, leasehold improvements and Tenant's merchandise, stock-in-trade, trade fixtures, furnishings and other personal property in an amount equal to its full replacement value as determined by NAD or in the event of a dispute, by NAD's independent insurance advisor.
2. Tenant shall provide certificates of insurance set out above in a form acceptable to NAD, and containing all such provisions as NAD may reasonably require.

F13 Parking

1. Tenants and Tenant's contractor(s) shall park vehicles on site only in areas designated by NAD. Vehicles with airfield access may only park in areas on the airfield as assigned during the pre-construction meeting.

F14 Damage to Property

1. It is the responsibility of the Tenant and its contractors to take all precautions to provide proper protection of all existing conditions. The Tenant and its 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 the NAD 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, NAD determines a specific entity must complete the work in order to match the existing, NAD shall so designate this requirement and the method to complete the work.
2. Tenant shall be held responsible for any damage to NAD's property resulting from the actions of Tenant, its employees, its contractor(s) and its supplier(s). Note particularly that any damage to NAD's sprayed fireproofing and fire-stopping shall be repaired by NAD at Tenant's expense. Any damage to the Base Building caused by Tenant or any of its employees, contractor(s) or workmen shall be repaired forthwith by and at the expense of the Tenant.

F15 Construction Hoarding

1. Construction hoarding shall be installed to close off the tenant space while under construction.
2. Prior to commencing any work, Tenant's contractor(s) shall install a temporary sealed hoarding around the storefront of the Premises. Tenant hoarding shall be approved by NAD during design. NAD will supply details at Tenant's request. The hoarding shall be of wood stud and plywood construction sealed at the top, taped and painted in a neutral color to be reviewed by NAD's Architect. NAD and Tenant graphics will be determined through agreement between NAD and the Tenant. Care must be taken in protecting the bulkhead and the demising piers. The hoarding shall be located a maximum of 3'-0" in front of the lease line where possible and should be equal in height to the full storefront opening (i.e. the space between the floor and the underside of the Base Building bulkhead). The top shall be sealed with polyethylene. Hoarding shall not impede public use of the terminal.
3. In order to protect the finished flooring, the hoarding must not be fastened to the finished floor but rather, plywood strips shall be attached to the bottom of the hoarding perpendicular to length of storefront, and/or the hoarding shall be sandbagged. This will facilitate the moving of any hoarding if required during working hours. Hoarding shall be securely braced into and behind the lease line. Temporary hoarding must be in place before any work commences in the leased premises.
4. Hoarding removal and reinstatement may be necessary to allow the Base Building General Contractor access to complete base building finishes. This is the responsibility of the Tenant at Tenant's cost.
5. Hoarding identification shall be the responsibility of Tenant.
6. The contractor shall erect dust containment barriers around the construction area and maintain a negative flow equal to 4 air changes. Access arrangements for the delivery of construction and other building materials must be approved and coordinated with NAD or the Base Building General Contractor.

F16 Construction Site Maintenance

1. All construction sites must be kept in a broom clean and organized manner at all times from start-up to completion of the Tenant construction period. Tenant's contractors shall use mats and foot brushes upon exiting the work site in order to keep public flooring clean.
2. Painting with noxious or hazardous materials should be avoided wherever possible or be scheduled outside of regular working hours. The Tenant's contractor(s) shall effectively seal off the Premises when over spray from painting may occur and whenever sanding or dust is generated.

F17 Work by Base Building General Contractors

1. It is the express obligation and duty of the Tenant to co-ordinate its contractors through co-operating and communicating with any NAD staff and/or their designated representatives, other Tenants, or other contractors performing work at the airport. The Tenant and its 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. The Tenant's contractor shall be required to use contractors pre-approved by NAD for performance of the following Tenant improvement work.
 - (a) Ventilating and Air Conditioning balancing.
 - (b) Water balancing.
 - (c) Cleaning and flushing of chilled water systems.
 - (d) Cleaning and disinfecting of potable water systems.
 - (e) Tie-in to base building electrical system for temporary power and lighting –this work must be coordinated with the Base Building General Contractor.
 - (f) Firestopping within Lease Line
 - (g) Sprinkler modifications
3. The following Tenant improvement work shall be performed by NAD at the Tenant's expense, using NAD Contractors:
 - (a) Tie-in to base building communication systems and fiber optic cables.
 - (b) Building automation (temperature control) system.
 - (c) Fire alarm system work.
 - (d) Security system work.
 - (e) Roofing modifications or penetrations.
 - (f) Exterior wall modifications or penetrations.
 - (g) Alterations or penetrations (coring) through existing slabs, decks, steel beams and/or walls.
 - (h) Firestopping outside of Lease Line.

F18 Hot Work

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 NAD or its designated representative. The contractor is required to submit a completed Hot Work Permit (see NAD Safety and Security Construction Manual requirements) for review, to NAD, the Base Building General Contractor or its designated representative 48 hours in advance of the proposed work. Hot Work is subject to the following requirements:
 - (a) All combustible or flammable material shall be removed from immediate working area prior to the Hot Work. 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.
 - (b) The Tenant's 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.
 - (c) The Tenant's contractor shall protect workers and other persons at the site in accordance with applicable code and legislative requirements.
 - (d) All welders must be certified within the last eighteen months. The contractor is responsible to obtain any special permits required.

F19 Waste Removal

1. Tenant and its contractor(s) shall maintain the leased area and common area used to access leased area in a clean and orderly manner during the Tenant construction period and shall remove all excess material, trash and cartons resulting from Tenant's Work and Tenant's stocking of the Premises on a daily basis. Should Tenant's contractor fail to keep the area free from debris; the Base Building General Contractor will remove at Tenant's expense.
2. All debris removal is the responsibility of the contractor and must be coordinated with NAD and the Base Building General Contractor.
3. For work in C-230 and C-240 NAD's general contractor dumpsters are to be used for trash/debris disposal. The Tenant is responsible for providing garbage containers that are approved by NAD and located as per NAD's direction. The Tenant is responsible for ensuring that its contractor removes all garbage and debris from the Premises on a daily basis and places it in the Tenant's container.
4. All carts, bins etc. shall have rubber wheels.
5. All debris removal must be legally disposed of as set forth by the Commonwealth of the Bahamas standards and/or ordinances. Under no circumstances will any dumping be allowed on airport property.

6. The Tenant's contractors shall abide by any direction from NAD regarding recyclable waste. Gypsum products shall be separated and placed in separate designated containers.

F20 Notarized Statutory Declaration

Tenants shall not carry out any work until NAD is provided with a Notarized Statutory Declaration from every contractor and subcontractor and all persons supplying services, labor or materials in connection with the work, duly signed in the following form:

"To: Nassau Airport Development Company:

In consideration of Nassau Airport Development Company permitting the undersigned to be engaged in supplying work or materials in connection with the project at the Lynden Pindling International Airport site, the undersigned hereby waives and releases, any claim with respect to work to be done and materials to be supplied or work already done or materials supplied in connection with improvements at the said site. This waiver and release will not affect any worker earning wages.

Signature _____ Date _____

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SECTION G - Project Close-Out

G1 General

1. This section of the Tenant Design Criteria Manual (TDCM) contains information pertaining to project close-out of Tenant work, as noted in the Articles below.

G2 Inspection and Declaration

1. Tenant Contractor's Inspection: The Tenant's contractor and all subcontractors shall conduct an inspection of the Work, identify deficiencies and defects, and repair as required to conform to the contract documents.
2. When the Tenant determines that the space is substantially complete and ready for NAD inspection, the Tenant shall notify NAD or its designated representative in writing, a minimum of 48 hours prior to the requested inspection. Such request shall be accompanied by NAD Letters of Assurance and Life Safety System Certification Documents. NAD or its designated representative will schedule the inspection with all appropriate NAD staff, review the improvements and if the warranted prepare a Deficiency List.
3. Deficiency List items which are prerequisites to opening the store, shall be completed and reviewed again with NAD 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 NAD, at its sole discretion.
4. When the Tenant has completed all Deficiency List items, the Tenant shall request a re-inspection of the space. NAD or its designated representative shall schedule this re-inspection.
5. The Tenant will schedule final inspections with all appropriate governmental agencies for MOW occupancy permit(s) (if required) and environmental health and safety inspections for all food and beverage concessions. The NAD Tenant Construction Coordinator will be invited to and be given two (2) days advance notice of all final inspections.
6. Completions: The Tenant's contractor shall submit a written certificate that the following has been performed:
 - (a) The Work has been completed and inspected for compliance with the Contract Documents.
 - (b) Defects have been corrected and deficiencies have been completed.
 - (c) Equipment and systems have been tested, adjusted, balanced and are fully operational.

- (d) Certificates required by all governmental agencies, Health Departments (if applicable), and Utility companies have been submitted.
 - (e) Operations of systems have been demonstrated to the Tenant's personnel and maintenance provider.
7. The Tenant is required to complete all items on the Deficiency List within 30 days. The Deficiency List is deemed to include all items described by Article G2.6 of this manual, whether listed or not. If the Tenant, its consultants or contractors fail to complete Deficiency List items within 30 days, the Tenant shall be subject to a penalty in the amount of \$200 for each incomplete Deficiency List item, per day. If all Deficiency List items are not completed within 60 days of opening, NAD reserves the right, at its sole discretion, to either:
- (a) Complete the work at its cost and back charge the Tenant, or
 - (b) Close the Premises until all outstanding items are completed.
8. When the NAD Tenant Construction Coordinator determines during final inspection that a Tenant's Leasehold satisfies substantial performance (completion) and/or the Deficiency List items have been corrected and the Leasehold may open for business, a written approval will be provided to the Tenant by NAD within two (2) working days.
9. Tenant shall within 20 days of receipt of "Interim" Occupancy Permit submit 1 set (hard copy) reproducible As-built drawings and one copy DXF format record drawing CADD files with all other outstanding documentation. Tenant failure to meet the criteria may result in assessment of service charges. Assessment will be based on the costs incurred by NAD to produce the required documents; minimum charge to be \$500.00.
10. Upon substantial performance of the Tenant Leasehold, the Tenant shall secure all applicable certificates of inspection, including a valid Interim or Final Occupancy/Use Permit, a Notarized Statutory Declaration confirming that all sub-contractors have been paid, and a Notarized Statutory Declaration confirming that all required insurance is current. Further, the Tenant shall provide evidence that all accounts for work, services, materials and equipment have been paid in full. Occupancy shall not occur until this documentation has been delivered to the NAD Tenant Construction Coordinator. NAD reserves the right to determine opening time and day.

G3 Project Closeout Manual

1. The following documentation shall be included in the Project Closeout Manual:
- (a) Contract Drawings;
 - (b) Specifications;
 - (c) Addenda;

- (d) Change Orders and other modifications to the Contract;
- (e) Reviewed shop drawings, product data, and samples;
- (f) Field test records;
- (g) Inspection certificates;
- (h) Manufacturer's certificates;
- (i) Building permit(s) and occupancy permit;
- (j) Deficiency List (and deficiency list closeout verification);
- (k) Final site survey certificates, certifying that completed Works are in conformance or non-conformance with the contract documents.

G4 Record As-Built Information

1. Record information by red lines on a set of black line opaque drawings.
 - (a) Record information concurrently with construction progress. Do not conceal work until required information is recorded.
 - (b) Once 'As-builts' are complete, the Tenant's contractor shall label each sheet with notations including: 'As-builts Complete' with a signature and date.
 - (c) Tenant shall deliver as-built drawings and specifications in CD format.
2. Contract Drawings and Shop Drawings - legibly mark each item to record actual construction locations, as follows:
 - (a) Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction;
 - (b) Field changes of dimension and detail;
 - (c) Changes made by change orders;
 - (d) Details not on original Contract Drawings;
 - (e) References to related shop drawings and modifications.
3. Specifications: Legibly mark each item to record actual construction, including:
 - (a) Manufacturer, trade name, and catalogue number of each product actually installed particularly optional items and substitute items;
 - (b) Changes made by addenda, change orders and field instructions.
4. Other documents: manufacturer's certifications, inspection certifications, field test records that are required by individual specification sections.
5. List of all mechanical and electrical equipment, including: Manufacturers names, model numbers, and installer as well as the installation date.

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Tenant Design Criteria Manual Appendices (see Appendix Manual)

Appendix 'A-1'	Lynden Pindling International Airport Tenant Check List (<i>attached</i>)
Appendix 'A-2' -	Lynden Pindling International Airport Applicable Codes and Standards (<i>attached</i>)
Appendix 'A-3' -	Lynden Pindling International Airport Third Party Letters of Assurance (<i>attached</i>) Form RP-A Form RP-B Form RP-C
Appendix 'A-4' -	Lynden Pindling International Airport CADD Standards Manual (<i>draft under separate cover</i>)
Appendix 'A-5' -	Lynden Pindling International Airport Tenant Authorization Form (<i>NAD to develop this form</i>)
Appendix 'A-6' -	Lynden Pindling International Airport Security Identification Badging Requirements and Forms (<i>NAD to develop this</i>)

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Lynden Pindling International Airport Tenant Check List
(Prior to Tenant Commencing Construction)

Appendix A-1

Tenant Name: _____
Room #: _____
Location _____

Completion Date: _____
Inspection Date: _____
Permit Number: _____

	Issued to Tenant	Rec'd from Tenant	Complete	Deficiency Items from the Site Review
Final Design Drawings for Review (see note #1)				
• Architectural				
• Mechanical				
• Controls				
• Electrical				
• IT Coordination				
Site Review and Sign-Off by Tenant – Deficiency List				
Tenant Design Criteria Manual (Copy to Contractor)				
NAD Construction Safety and Security Manual (Copy to Contractor)				
NAD Environmental Construction Standards (Copy to Contractor)				
Tenant Authorization Form (TAF)				
Tenant approval for work outside of their lease line – see note #2				
Start-up Meeting				
Site Orientation by Base Building General Contractor				
Contractor List				
Construction Schedule				
Hoarding Detail and Installation (see note #3)				
Permits Posted				
Tenant Electrical Panel – Energized by Base Building General Contractor				

- Note:
1. The tenant and their consultants will be required to visit the site during the design phase of the tenant project.
 2. The tenant authorization form must be signed off by the tenant before tenant's contractors are allowed on site.
 3. The tenant contractor must install tenant hoarding as per the Tenant Design Criteria Manual. The hoarding must be inspected and approved by NAD before the contractor can commence.

Tenant

NAD Tenant Coordinator

NAD

Date

Date

Date

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The Codes to be considered and Authorities to be consulted include but are not limited to:

1. Bahamian Building Code 2003 Third Edition (BBC);
2. Applicable NFPA Codes and Standards;
3. NFPA 10 – 2007 edition;
4. NFPA 13 – 2007 edition;
5. NFPA 14 – 2007 edition;
6. NFPA 415 – 2002 edition;
7. The Power Engineers & Boiler & Pressure Vessel Safety Act;
8. American Society for Testing and Materials (ASTM);
9. American Concrete Institute (ACI);
10. American Institute of Steel Construction (AISC);
11. American Welding Society (AWS);
12. Environmental Code of Practice;
13. IATA airport development reference manual, 9th edition, 2004;
14. Illuminating Engineering Society (IES) standards;
15. Steel Joist Institute (SJI);
16. ASME and ANSO Codes;
17. ASHRAE Design Standards;
18. ASPE Design Standards;
19. SMACNA Design Standards;
20. IEEE Standards;
21. Society for Protective Coatings (SSPC);
22. Universal Design Guideline;
23. All applicable environmental laws and regulations including NAD Standards;
24. Aeronautics Act – Airport Regulations;
25. Aerodrome Security Regulations (ICAO, Annex 17);
26. Lynden Pindling International Airport Zoning Regulations;
27. Aerodrome Design and Operations (Volume I), International Standards and Recommended Practices (Annex 14), ICAO;
28. Manual for Certification of Aerodromes as Airports (ICAO Doc 9774);
29. NAD Construction Safety and Security Manual;
30. NAD Environmental Construction Standards;
31. NAD Policies and Procedures Manual;
32. Bahamian Environmental Science and Technology Commission;
33. Airport Authority Security Regulations;
34. Ministry of Works and Transport;
35. Department of Public Works;
36. Buildings Regulation Act 1971 (Bahamas);
37. Professional Engineers Act 2004 (Bahamas);
38. Professional Architects Act 1994 (Bahamas);
39. Airports Act 1976 (Bahamas);
40. Civil Aviation Act 1976 (Bahamas);
41. Conservation and Protection of the Physical Landscape of The Bahamas Act, 1997 (Bahamas);
42. Defence and Security Purposes (Regulation) Act, 1989 (Bahamas);
43. Town Planning Act 1961 (Bahamas)

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NAD Permit No. _____
(NAD Use Only)

FORM RP-A (NAD)
(For use on NAD projects)

**ASSURANCE OF COORDINATION BY
COORDINATING REGISTERED PROFESSIONAL**

Date:

To: Nassau Airport Development Company
Lynden Pindling International Airport
P.O. Box AP-59229
Nassau, Bahamas

Attention: Verne Janzen, P.Eng.
Project Director

Dear Sirs:

Re: _____
(Project Name)

(Tenant)

(Address of Project)

(Legal Description of Project)
("The Project")

The undersigned Registered Professional has been retained by the Tenant as a Co-ordinating Registered Professional to coordinate the design work and Field Reviews of the Registered Professionals required for the Project. The Co-ordinating Registered Professional shall coordinate the design work and Field Reviews of the Registered Professionals required for the Project in order to ascertain that the design and construction will substantially comply with all Codes and other applicable enactment's respecting safety, not including construction safety aspects.

NAD Permit No. _____
(NAD Use Only)

The Co-ordinating Registered Professional shall coordinate the design work and Field Reviews of the Registered Professionals required for the project in order to ascertain that the design will substantially comply with the Bahamian Building Code and other applicable enactments respecting safety and that the construction of the project will substantially comply with the Bahamian Building Code and other applicable enactments respecting safety, not including the construction safety aspects.

Field Reviews are defined to mean those reviews of the work:

- (a) at a project site of a development to which a building permit or FAP relates, and
- (b) where applicable, at fabrication locations where building components are fabricated for use at the project site that a Registered Professional in his or her professional discretion considers necessary to ascertain whether the work substantially complies in all material respects with the plans and supporting documents prepared by the Registered Professional for which the building permit is issued.

A Registered Professional is defined to mean:

- (a) a person who is registered or licensed to practise as an architect under the Professional Architects Act, 1994, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Professional Engineers Act 2004.

NAD and the Co-ordinating Registered Professional understand that where the Co-ordinating Registered Professional or a Registered Professional ceases to be retained at any time during construction, work on the Project will cease until such time as

- a. a new Co-ordinating Registered Professional, or Registered Professional, as the case may be, is retained, and
- b. a new letter in the form set out in Form RP-A (NAD) or in the form set out in Forms RP-B (NAD) and Schedule RP-B (NAD) as the case may be, is submitted for the record.

The undersigned Co-ordinating Registered Professional certifies that he or she is a Registered Professional as defined in this Schedule I (Development Definitions).



NAD Permit No. _____
(NAD Use Only)

COORDINATING REGISTERED PROFESSIONAL

Co-ordinating Registered Professional's
Name (print)

Name of Co-ordinating Registered Professional's Firm,
upon whose behalf the Co-ordinating Registered is also signing
this letter.

Co-ordinating Registered Professional's
Signature

Date

Address (Print)

Telephone

Fax

Occupation (Print)

(Affix Professional Seal)

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NAD Permit No. _____
(NAD Use Only)

FORM RP-B (NAD)
(For use on NAD projects)

**ASSURANCE OF PROFESSIONAL DESIGN AND
COMMITMENT FOR FIELD REVIEW**

- Note:
1. This letter must be submitted with Schedule RP-B (NAD).
 2. A separate letter must be submitted by each Registered Professional.

Date:

To: Nassau Airport Development Company
Lynden Pindling International Airport
P.O. Box AP-59229
Nassau, Bahamas

Attention: Verne Janzen, P. Eng.
Project Director

Dear Sirs:

Re: _____
(Project Name)

(Tenant Name)

(Address of Project)

(Legal Description of Project)
("The Project")



APPENDIX A-3
Letters of Assurance – Form RP-B

NAD Permit No. _____
(NAD Use Only)

The undersigned hereby gives assurances that, except for construction safety aspects, the design of the (initial those of the items listed below that apply to this Registered Professional. All disciplines will not necessarily be employed on every project)

- _____ ARCHITECTURAL
- _____ STRUCTURAL
- _____ MECHANICAL
- _____ PLUMBING
- _____ FIRE SUPPRESSION SYSTEMS
- _____ ELECTRICAL
- _____ CIVIL - LANDSIDE
- _____ CIVIL - AIRSIDE
- _____ GEOTECHNICAL - TEMPORARY
- _____ GEOTECHNICAL - PERMANENT
- _____ EQUIVALENCIES
- _____ OTHER (Provide particulars on Schedule RP-B (NAD))

Components of the plans and supporting documents prepared by this Registered Professional substantially comply with all Codes.

The undersigned hereby undertakes to be responsible for Field Review of the above referenced components during construction as particularized on the attached SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS (SCHEDULE RP-B (NAD)).

Field Reviews are defined to mean those reviews of the work:

- (a) at a project site of a development to which a building permit or FAP relates, and
- (b) where applicable, at fabrication locations where building components are fabricated for use at the project site that a Registered Professional in his or her professional discretion considers necessary to ascertain whether the work substantially complies in all material respects with the plans and supporting documents prepared by the Registered Professional for which the building permit is issued.

A Registered Professional is defined to mean:

- (a) a person who is registered or licensed to practise as an architect under the Professional Architects Act, 1994, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Professional Engineers Act 2004.



APPENDIX A-3
Letters of Assurance – Form RP-B

NAD Permit No. _____
(NAD Use Only)

The undersigned is relieved from the responsibility for Field Reviews if the undersigned's contract for field review is terminated at any time during construction.

I certify that I am a Registered Professional as defined in the Professional Architects Act 1994 or the Professional Engineers Act 2004.

Name (Print)

Name of Registered Professional's
Firm, upon whose behalf the
Registered Professional is also
signing

Registered Professional's Signature

Date

Address

Telephone Fax

(Affix Professional Seal)



NAD Permit No. _____
(NAD Use Only)

SCHEDULE RP-B (NAD)

**SUMMARY OF DESIGN AND FIELD REVIEW
REQUIREMENTS**

- Note:
1. This Schedule must be submitted with Form RP-B (NAD).
 2. In this letter the words in italics have the same meaning as in the Bahamian Building Code.

RE: _____ Date: _____

(Initial applicable discipline below and cross out and initial non-applicable items within the discipline.)

_____ **ARCHITECTURAL**

- 1.1 Fire resisting assemblies
- 1.2 Fire *separations* and their continuity
- 1.3 *Closures*, including tightness and operation
- 1.4 Interior and exterior finishes
- 1.5 Egress systems, including *access to exit* within *suites*
- 1.6 Performance and physical safety features (guardrails, handrails, etc.)
- 1.7 Structural capacity of architectural components, including anchorage and hurricane restraint
- 1.8 Roofing and flashings
- 1.9 Wall cladding systems
- 1.10 Damp proofing and/or waterproofing of walls and slabs below *grade*
- 1.11 Thermal insulation systems, including condensation and cavity ventilation
- 1.12 Sound Control
- 1.13 Landscaping, screening and site grading
- 1.14 Provisions for fire fighting access
- 1.15 *Access* requirements for persons with disabilities
- 1.16 Elevating devices
- 1.17 Coordination of testing of fire emergency systems and maintenance programs
- 1.18 Development Permit and conditions therein
- 1.19 Exterior glazing
- 1.20 Interior signage, including acceptable materials, dimensions and locations
- 1.21 Review of all applicable shop drawings

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_____ **STRUCTURAL**

- 2.1 Structural capacity of structural components of the *building*, including anchorage and hurricane restraint
- 2.2 Structural aspects of *deep foundations*
- 2.3 Review of all applicable shop drawings

_____ **MECHANICAL**

- 3.1 HVAC systems and devices, including high *building* requirements where applicable
- 3.2 *Fire dampers* at required *fire separations*
- 3.3 Continuity of *fire separations* at HVAC penetrations
- 3.4 Functional testing of mechanical related fire emergency systems and devices
- 3.5 Maintenance manuals for mechanical systems
- 3.6 Structural capacity of mechanical components, including anchorage and hurricane restraint
- 3.7 Review of all applicable shop drawings

_____ **PLUMBING**

- 4.1 Roof *drainage systems*
- 4.2 Site and *foundation drainage systems*
- 4.3 *Plumbing systems* and systems
- 4.4 Continuity of *fire separations* at plumbing penetrations
- 4.5 Functional testing of plumbing related fire emergency systems and devices
- 4.6 Maintenance manuals for *plumbing systems*
- 4.7 Structural capacity of plumbing components, including anchorage and hurricane restraint
- 4.8 Review of all applicable shop drawings

_____ **FIRE SUPPRESSION SYSTEMS**

- 5.1 Suppression system classification for type of *occupancy*
- 5.2 Design coverage, including concealed or special areas
- 5.3 Compatibility and location of electrical supervision
- 5.4 Evaluation of the capacity of city (municipal) water supply versus system demands and domestic demand, including pumping devices where necessary
- 5.5 Qualification of welder, quality of welds and material
- 5.6 Review of all applicable shop drawings
- 5.7 Acceptance testing for Contractor's Material and Test Certificate as per NFPA Standards
- 5.8 Maintenance program and manual for suppression systems
- 5.9 Structural capacity of sprinkler components, including anchorage and hurricane restraint
- 5.10 For partial systems - confirm sprinklers are installed in all areas where required
- 5.11 Fire Department connections and hydrant locations
- 5.12 Fire hose standpipes
- 5.13 Functional testing of fire suppression systems and devices

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_____ **ELECTRICAL**

- 6.1 Electrical systems and devices, including high *building* systems where applicable
- 6.2 Continuity of *fire separations* at electrical penetrations
- 6.3 Functional testing of electrical related fire emergency systems and devices
- 6.4 Electrical systems and devices maintenance manuals
- 6.5 Structural capacity of electrical components, including anchorage and hurricane restraint
- 6.6 Clearances from *buildings* of all electrical utility equipment
- 6.7 Fire protection of wiring for emergency systems
- 6.8 Review of all applicable shop drawings

_____ **CIVIL - Landside**

- 7.1 Performance and physical safety features (guardrails, handrails, etc.)
- 7.2 Structural capacity of civil components including anchorage and hurricane restraint
- 7.3 Provisions for fire fighting access to the exterior of the building on the landside
- 7.4 Site utility and drainage systems including water mains, gas, electrical and telecommunications routing
- 7.5 Site electrical and lighting systems
- 7.6 Performance, geometry and integrity of landside roadway and paving systems
- 7.7 Review of all applicable shop drawings

_____ **CIVIL - Airside**

- 8.1 Performance and physical safety features (guardrails, handrails, etc.)
- 8.2 Structural capacity of civil components including anchorage and hurricane restraint
- 8.3 Performance, geometry and integrity of apron paving
- 8.4 Airside traffic markings and lead-in lines
- 8.5 Apron utilities and drainage including water mains, gas, electrical and telecommunications routing
- 8.6 Apron electrical and lighting systems
- 8.7 Review of all applicable shop drawings



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_____ **GEOTECHNICAL - Temporary**

- 9.1 *Excavation*
- 9.2 *Shoring*
- 9.3 *Underpinning*
- 9.4 *Temporary construction dewatering*

_____ **GEOTECHNICAL - Permanent**

- 10.1 *Bearing capacity of the soil*
- 10.2 *Geotechnical aspects of deep foundations*
- 10.3 *Compaction of engineered fill*
- 10.4 *Structural considerations of soil, including slope stability and hurricane loading*
- 10.5 *Backfill*
- 10.6 *Permanent dewatering*
- 10.7 *Permanent underpinning*

_____ **EQUIVALENCIES**

- 11.1 *Demonstration of code required performance level*
- 11.2 *Review of all applicable shop drawings*
- 11.3 *Functional testing of equivalent measures as appropriate*

_____ **OTHER (Provide Full Particulars)**

Address

Telephone

Fax

(Affix Professional Seal)

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NAD Permit No. _____
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FORM RP-C (NAD)
(For use on NAD projects)

**ASSURANCE OF PROFESSIONAL FIELD REVIEW
AND COMPLIANCE**

Note: 1. This letter must be submitted after completion of the Project but before the Occupancy Permit is issued, or a final inspection is made. A separate letter must be submitted by each Registered Professional.

Date:

To: Nassau Airport Development Company
Lynden Pindling International Airport
P.O. Box AP-59229
Nassau, Bahamas

Attention: Verne Janzen, P.Eng.
Project Director

Dear Sirs:

Re: _____
(Project Name)

(Tenant)

(Address of Project)

(Legal Description of Project)
("The Project")

Field Reviews are defined to mean those reviews of the work:

- (a) at a project site of a development to which a building permit or FAP relates, and
- (b) where applicable, at fabrication locations where building components are fabricated for use at the project site that a Registered Professional in his or her professional discretion considers necessary to ascertain whether the work substantially complies in all material respects with the plans and supporting documents prepared by the Registered Professional for which the building permit is issued.

A Registered Professional is defined to mean:

- (a) a person who is registered or licensed to practise as an architect under the Professional Architects Act, 1994, or
- (b) a person who is registered or licensed to practise as a professional engineer under the Professional Engineers Act 2004.



APPENDIX A-3
Letters of Assurance – Form RP-C

NAD Permit No. _____
(NAD Use Only)

I hereby give assurance that

- (a) I have fulfilled my obligation for Field Review as outlined in the previously submitted Letter of Assurance RP-B (NAD) (ASSURANCE OF PROFESSIONAL DESIGN AND COMMITMENT FOR FIELD REVIEW), and Schedule RP-B (NAD) (SUMMARY OF DESIGN AND FIELD REVIEW REQUIREMENTS), and
- (b) not including construction safety aspects, those components of the project initialled by me in Schedule RP-B (NAD) substantially comply in all material respects with
 - (i) all Codes, and
 - (ii) the plans and supporting documents prepared by this Registered Professional for the Project.
- (c) I have enclosed the final design drawings and supporting documents prepared by me for the Project.

Name (Print)

Name of Registered Professional's Firm,
upon whose behalf the Registered
Professional is also signing

Registered Professional's Signature

Date

Address

(Affix Professional Seal)

Telephone

Fax

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(NAD Use Only)

CODE SUMMARY DRAWINGS

There are two methods of showing and demonstrating code summary information with respect to fire separation on drawings. The first makes use of different line widths or, dashes or hatching. The second depicts the fire ratings with a colour code indicating the different zones.

The methods of demonstrating overall code compliance information on drawings are varied and left to the discretion of the Registered Professional. It is recommended that the code summary drawings convey the following minimum information:

- Fire separation
- Travel distances to exits
- Limiting distances with respect to spatial separations
- Exit separations as applicable
- Identification of equivalencies

The drawings should also contain a brief code summary with respect to the applicable portion of the code, including height, area, construction, sprinkler protection and occupancy classification. Each drawing should be complete with a legend for ease of identification.



APPENDIX A-3
Letters of Assurance – Sample Field Review Report

NAD Permit No. _____
(NAD Use Only)

SAMPLE FIELD REVIEW REPORT OF REGISTERED PROFESSIONAL

Project: _____ Report No.: _____

Address: _____ Date: _____

Owner: _____ NAD Permit No.: _____

Contractor: _____ Weather: _____

In Attendance: _____

Job Progress: _____

Comments: _____

Distribution to:

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Owner | <input type="checkbox"/> Structural Engineer |
| <input type="checkbox"/> Architect | <input type="checkbox"/> Mechanical Engineer |
| <input type="checkbox"/> Contractor | <input type="checkbox"/> Electrical Engineer |
| | <input type="checkbox"/> Other |
| | <input type="checkbox"/> Independent Professional |

Report by: _____